

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Employee Room Discount</b>	<i>CODE:</i> 04.01.045
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 2

OBJECTIVE:目的:

- Enable employees to experience the groups hospitality first hand.  
使员工亲身验到际酒店热情好客。
- Grow employee loyalty and morale and to maximize underutilized company resources during low occupancy.  
提高员工的忠诚度和士气，并在客房入住率较低期间最大限度地利用公司资源。
- Be competitive with other international hotel companies already offering this benefit.  
可与其他国际酒店管理公司竞争,已经开始提供这项福利。

APPLICATION:应用:

Who is eligible?  
哪些人有资格?

All permanent full time employees on completion of:  
所有永久性全职员工在完成以下服务期限后均有资格:

- 3 months service for Personnel "A", "B", "C"  
"A"、" B"、"C"类人员3个月
- 6 months for skilled employees  
拥有熟练技能的员工6个月

Eligible employees are entitled to receive complimentary room accommodation and 50% discount off food & beverage/laundry and telephone.  
合格的员工有资格享受免费客房住宿,食品及饮料/洗衣服务和电话享受五折优惠。

The General Manager will limit the staff stay over benefit to times when the hotel occupancy is less than 90%.  
酒店入住率不到90%时，总经理将限制工作人员在酒店的借宿时间。

The employee to provide proof of identity on check-in and provide a valid company ID card.  
员工在办理入住手续时须出具身份证明，提供有效的际酒店ID卡。

Employees should be encouraged to complete the guest comment card for the receiving hotel prior to departure.  
鼓励员工在离店前填写接待酒店宾客意见卡。

When applicable, brief employee on expected dress code and conduct.  
适用时，向员工简单介绍预期着装要求和品行。

Receiving hotel to treat staff as preferred guests.  
接待酒店将工作人员作为优先宾客款待。

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Employee Room Discount</b>	<i>CODE:</i> 04.01.045
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 2

STATEMENT OF POLICY

政策声明

1. We believe that employees and their immediate family should have the opportunity to experience and enjoy the guest facilities in other Bavaria hotels.  
 际酒店认为，员工及其直系亲属应该有机会体验并享受其他巴伐利亚酒店的宾客服务设施。
  
2. Accommodation in other group hotels may be used by staff, (Key Personnel and Skilled Personnel alike), on a complimentary basis and 50% discount off on any food & beverage consumed during their stay.  
 工作人员（关键人员和技术人员）可免费在其他店住宿，在逗留期间消费任何食品及饮料均享受五折优惠。
  
3. Accommodation may be booked no longer than five days in advance.  
 住宿可提前五天预订。
  
4. All stay over request forms, duly filled in are to be channeled through the Personnel Department. The Personnel Manager will verify and approve the request form (see appendix) and coordinate with the General Manager, who will make the reservation directly with the General Manager of the destination hotel.  
 所有正式填写的借宿申请表，均通过人事部传递。人事部经理将核实和批准申请表（见附件），并配合总经理，向目的地酒店的总经理直接预订。
  
5. Personnel Manager should make sure that the employee has completed:  
 人事部经理应确保员工已完成以下服务期：
  - a. 3 months service for Personnel “A”, “B” & “C” “A”、“B”和“C”类人员3个月
  - b. 6 months for personnel skilled staff 熟练员工6个月

And has company I.D. Card with him/her to be presented upon check-in at the sister hotel.  
 并在姐妹酒店办理入住手续时出示I.D.卡。
  
6. The maximum consecutive stay is three nights. Accounts are to be settled in full on departure.  
 最多可连续暂住三个晚上。离店时须全额结清账目。
  
7. This applies to permanent full time employees (after completion of eligibility period as stated above) and their immediate family only. Immediate family is defined by the company as spouse and children of the employee.  
 此待遇只适用于永久性全职员工（在上述资格期限期满后）及其直系亲属。公司明确规定直系亲属为员工的配偶及子女。
  
8. This benefit does not apply if hotel occupancy is more than 90% and is always subject to availability at the receiving hotel. A request does not guarantee a room.  
 如果酒店的入住率超过90%，并且始终须根据接待酒店的利用率而定,则该福利并不适用。不能保证申请即可提供客房。