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PURPOSE 目的

Hotels should establish a formal processing system for terminated employees, to ensure that all issues affecting the Company and the employee are discussed and resolved.

酒店应该为离职员工建立一个正式的处理系统，来确保所有影响公司和员工的问题都被讨论和解决。


POLICY 程序

- The personnel manager will assume responsibility for terminated process, and will distribute all final payments to terminated employees.
人事经理将负责离职员工的事宜，并对其发放最终的薪酬。
- The personnel manager must develop a checklist which addresses issues to be covered before the employee leaves the property.
人事经理必须制作一个清单，列出在员工离开酒店前应该处理的事项。

The Personnel Manager will check the list to ensure that:

人事经理将核查该清单来确保如下：

- All custodial items (cash floats, etc.), have been properly accounted for and all keys have been returned.
所有保管的物品（备用金等）被恰当的记录，并且所有的钥匙被归还。
- The employee has returned all manuals, training materials, records, reports, operations documents, equipment, tools, uniforms, etc., provided by the Company.
员工已退还所有公司提供的手册，培训资料，记录，报告，运营文档，设备，工具，制服等等。
- The cash over/short report has been updated and checked for any excessive shortages (cash-handling employees only).
长/短款报告被更新，并且核查任何过度的短款（只针对于现金操作业务的员工）。
- Employee loans or salary advances have been settled or arrangements made for repayment. Employee's final salary payment has been tendered and accepted.
员工借款或者预付工资已经被清帐或安排还款。员工的最后工资制服已经被提出并且接受。
- The employee's forwarding address has been noted.
员工的新的邮寄地址被确认。
- If the employee participated in a Company pension plan, the appropriate withdrawal form has been completed on termination.
如果员工加入了公司的养老金计划，适当的提款表格在离职时已经填写完毕。
- The Director of Human Resources, Director of Finance and Controlling and General Manager will sign the checklist.
人力资源部总监，财务总监和总经理将签字确认该清单。

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NOTE

备注

- All employee benefits (pension, medical and dental insurance, Company discounts, etc.), will cease upon the last day of employment.
 依照最后工作日，所有员工福利（养老金，医疗及牙医保险，公司折扣等）将被停止。