

# **考勤政策**

# **Attendance Policy**

RCCAC-HRS-POL-003

Rev. 2.0

**Rockwell Collins CETC Avionics Co., Ltd.**

## Approval

	Name	Title	Approval	Date
Prepared by:	Karen Wei	HRA Manager	On File	05/08/2017
Reviewed by:	All Staff		On File	05/17/2017
Reviewed by:	James Zhang	Quality Manager	On File	05/17/2017
Reviewed by:	Ying Zhang	CFO	On File	05/17/2017
Reviewed by:	Richard Hackett	CTO	On File	05/17/2017
Approved by:	Ren Jinsong	DGM	On File	05/17/2017
Approved by:	Wang Yifei	GM	On File	05/17/2017

## Revision History

Revision	Originator	Description	Date
1.0	Karen Wei	新政策发布 New Release	04/26/2015
1.1	Karen Wei	1. 个别条款更新以和其他 HR 政策规定保持一致, 如:《纪律政策》 Minor Update to align with other HR policy, e.g. Disciplinary Policy 2. 附件《加班申请表》更新: 增加“加班地点”信息 Appendix OT Application Form updated: add OT Location info	06/14/2016
2.0	Karen Wei	1. “第 3 条-工作时间”: 新增弹性工作时间制度; ‘Clause 3 – Working Time’: Flexible Working Hour description added; 2. “第 4 条-加班”: 4.1 条关于加班津贴的描述与 4.4 条重复, 此处删除; ‘Clause 4 – Overtime’: Description of OT Allowance under Clause 4.1 is reduplicative with Clause 4.4 , deleted; 3. “第 4.4 条-加班津贴”: 加班工资将根据适用的法定情形发放, 不属于公司福利津贴性质, 此处删除; ‘Clause 4.4 – OT Allowance’: Overtime pay is paid when statutorily applicable, rather than part of company benefit, deleted here; 4. “第 5 条-迟到早退”: 删除; ‘Clause 5 – Late for Work or Leave Early’: Deleted; 5. 原“第 6 条-旷工”: 删除按小时为单位的计算标准描	05/08/2017

		述。 Former 'Clause 6 – Absenteeism': Description of hourly calculation unit deleted.	
--	--	---	--

# Table of Content

<b>1</b>	<b>目的 PURPOSE</b>	<b>5</b>
<b>2</b>	<b>范围 SCOPE</b>	<b>5</b>
<b>3</b>	<b>工作时间 WORKING TIME</b>	<b>5</b>
<b>4</b>	<b>加班 WORK OVERTIME (OT)</b>	<b>5</b>
4.1	原则 PRINCIPLE	5
4.2	审批程序 OVERTIME APPROVAL PROCEDURE	6
4.3	调休 COMPENSATORY TIME-OFF	6
4.4	加班津贴 OVERTIME ALLOWANCE	6
<b>5</b>	<b>旷工 ABSENTEEISM</b>	<b>6</b>
5.1		6
5.2		7
<b>6</b>	<b>补充说明 SUPPLEMENTARY INFORMATION</b>	<b>7</b>
	<b>参考文档 REFERENCED DOCUMENT</b>	<b>7</b>

## 1 目的 Purpose

规范公司考勤管理，合理安排工作。

To standardize the attendance management, and arrange work reasonably.

## 2 范围 Scope

适用于中电科柯林斯航空电子有限公司全体员工。

It is applied to all employees of Rockwell Collins CETC Avionics Co., Ltd.

## 3 工作时间 Working Time

公司的标准工作时间是星期一至星期五，上午 09:00 到下午 05:30。

Normal office hours are from 09:00am – 05:30pm, Monday to Friday.

为更好地给员工提供工作生活平衡便利，公司执行以下弹性工作时间制度：

To enable easier work-life balance for all employees, below flexible working time is adopted:

上午 10:00 至下午 04:00 为核心工作时间，在核心工作时段，如没有履行请假手续，员工需在办公室出勤。非核心工作时间，即上午 09:00-10:00 及下午 04:00 至 05:30 期间，在不影响手上工作任务及其他应出席的工作活动（如：会议、培训等）的情况下，公司不强制要求统一时间上下班，员工可根据具体情况灵活安排到达及离开办公室时间，同时确保每周的总体工作小时数不低于 40 小时。如公司根据管理需要提出，相关人员需提供总体工作时间的有效说明（及支持材料）。

10:00am–04:00pm is the period of Core Hours when employees are expected to be present in office if no leave applied. During non-Core Hours, i.e. 09:00am–10:00am & 04:00pm–05:30pm, as long as it's not impacting ongoing job responsibility and any other business activity that one's presence in office required, e.g. meeting, training etc., there is no mandatory requirement of fixed arriving/leaving office time, which can be flexibly arranged by an employee according to the need. And the minimum weekly working hour total shall be forty. When the Company requires, based on management need, relevant employee shall provide valid illustration (and supporting material) on own overall working time.

## 4 加班 Work Overtime (OT)

### 4.1 原则 Principle

- 加班申请获批后，将安排调休或支付加班工资；  
Approved OT will be compensated with compensatory time-off or overtime pay.
- 所有员工加班都应遵循公司相应的审批程序，加班前必须事先填写《加班申请表》（附件）并经过相应审批通过后方可开展加班工作。对于未经审批的延长工作时间的行为，公司一律不做加班处理。填写《加班申请表》（RCCAC-HRS-POL-003\_Annex A）时须注明加班理由，预计所需加班时间及具体的加班工作内容。

All employees shall comply with the corresponding application and approval procedure of the company for overtime work. Before working overtime, an employee shall fill out the Overtime Application Form (RCCAC-HRS-POL-003\_Annex A) beforehand and get the corresponding approval; the company will not treat the extended working hours as the overtime without prior

application and approval. While filling in the Overtime Application Form, the reasons estimated time required for overtime, and the details shall be indicated.

- 直线经理必须严格审核员工的加班原因及实际加班时间。经部门确认的实际加班时间报人事行政部核准后才能取得加班津贴或安排调休。

Line manager must strictly audit the OT reason and the actual OT hours of relevant employees. Upon the consolidated confirmation by associated departments, HRA will conduct the verification before corresponding OT allowance and compensatory time-off is granted.

## **4.2 审批程序 Overtime approval procedure**

加班申请需根据预计加班时间填写《加班申请表》(RCCAC-HRS-POL-003\_Annex A) 获得直线经理的提前审批, 加班发生后需在该表格上填写实际加班时间并提交直线经理审批, 人事行政经理将确认调休或加班工资的补偿方案。

Prior approval from Line Manager on the estimated overtime work application is required by filling in the OT Application Form (RCCAC-HRS-POL-003\_Annex A), and actual overtime work hour needs to be approved afterwards. HRA Manager will confirm on the compensation approach of compensatory leave or overtime pay.

## **4.3 调休 Compensatory Time-off**

- 加班时间按 1 比 1 换算成调休。

The compensatory time-off shall occur according to the overtime by a converting rate of 1:1.

- 调休必须在加班发生后的三个月内使用完, 过期将视为员工自行放弃。

Any compensatory time-off must be consumed within 3 months after the OT occurs, or else it all be deemed as the employee's waiver.

## **4.4 加班津贴 Overtime Allowance**

- 加班津贴包括交通补贴、餐费补贴。

Overtime allowance consists of transportation allowance and meal allowance.

- 加班交通及用餐 OT Transportation and Meal

➢ 由加班而产生的合理交通费用 (出租车/公交车) 凭发票按实报销。

The reasonable transportation fees caused by OT shall be reimbursed according to the financial regulations of the company.

➢ 每次加班 2 小时及以上或在周末及法定节假日加班的员工, 可以按实际消费报销每餐不超过 40 元的餐费。

As for any OT of 2 hours and above and those occurred in weekend and statutory holiday, the meal allowance of no more than 40RMB/time shall be reimbursed as per actual expense.

# **5 旷工 Absenteeism**

## **5.1**

定义: 员工未提出任何合理的理由、无故缺勤的, 按旷工处理。

Definition: It shall be deemed absenteeism if the employee is absent without any reasonable cause.

## 5.2

旷工期间工资计算标准及处分如下:

Deduction criteria and disciplinary actions of absenteeism are as follows:

<1 天 less than 1 day	小时基本工资*旷工小时数 Hourly Base Salary* Absenteeism Hours	口头警告处分 Verbal Warning
1-3 天 1-3 days	日基本工资*旷工天数 Daily Base Salary* Absenteeism Days	书面警告处分 Written Warning
3 天以上 more than 3 days	日基本工资*旷工天数 Daily Basic Salary* Absenteeism Days	公司有权立即与其无偿解除劳动合同 Immediate Termination of Employment without Compensation

日基本工资 = 月基本工资 ÷ 21.75

Daily Base Salary = Monthly Base Salary ÷ 21.75

公司对旷工期间的员工不适用最低工资标准。

The lowest salary standard is not eligible for absenteeism employees.

## 6 补充说明 Supplementary Information

本规定自 2017 年 05 月 22 日起生效, 由人事行政部负责解释。公司有权在认为适当时不时修改、补充或废除规定并通知员工。本规定以中、英文书写。若两种版本存在不一致, 以中文为准。

This regulation shall take effect from May 22nd, 2017 and be explained by HRA department. Company reserves the right to revise, supplement or rescind the policy from time to time as it deems appropriate in accordance with law. Employees will be notified of such changes as they occur. This regulation is written in both Chinese and English. In case of any discrepancy, the Chinese version shall prevail.

## 参考文档 Referenced Document

加班申请表 RCCAC-HRS-POL-003\_Annex A

OT Application Form RCCAC-HRS-POL-003\_Annex A