

Human Resources

Holiday Bungalow Policy

Citizens Development Business Finance PLC

Policy Manual

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Purpose

This policy will cover aspects governing all staff Holiday Bungalows. Staff members are required to safeguard the reputation and the assets of the organization at all times, while enjoying their stay at these bungalows.

Policy Owner

Human Resources would have overall responsibility and the oversight of this policy.

Eligibility

All Permanent / Probationary staff are eligible to use the Facility.

Policy

1. Introduction

Holiday Bungalows are provided as a Rest and Recreational benefit to the staff members and to their family and friends.

2. Guests

It is Mandatory that the Staff member under whose name the booking is made be present with the guests at all times when occupying holiday bungalows.

3. Booking of bungalows

Booking of the bungalows will be handled by Human Resources .The bungalows can be booked for a maximum period of 3 consecutive days but can be considered up to additional 3 days depending on availability. All booking should be made thru the e-booking system which is available in the HR link

- 3.1** Employee will be able to book the Holiday Bungalows Maximum for two instance during year (01 January to 31 December)
- 3.2** Booking of the bungalows /rooms for the use of third parties are prohibited.
- 3.3** Bungalow booking would be done strictly on a first come first serve basis
- 3.4** Number of rooms available for occupancy would be 5 rooms which can accommodate 3 adults and a child (1 Double Bed 1 Single bed)
- 3.5** Maximum number of persons permitted per stay at the bungalow 15 Adults and 5 Children (Under age of 10)

4. Rates

- 4.1 Bungalow can be booked for 2500/- for a period of one day.

5. Payment method

Once the booking are made staff are required to pay the amount to the CDB Holiday Bungalow account and email the scanned deposit slip or transaction advise to HR within TWO working days of the original booking.

If no payment confirmation is received within two working days to Human Resources booking would be automatically cancelled.

5.1 Damages

- 5.1.1 The relevant staff member will be responsible for the conduct of his/her guests and needs to bear any damages which is caused during the period of the stay by the guests.

- 5.1.2 Any damages conducted to the property, assets and or to the reputation of the organization will be dealt thru the company disciplinary procedure.

6. Administration

Matters relating to administration of the holiday bungalows will be under the purview of Manager Human Resources and Administration

7. Check-in and check –out

Guests can check in at the day beginning and check out at the end of day (11.00pm) of the respective booking

- 7.1 Staff members are required to produce their staff identify card and the acknowledgement form emailed by Human Resources, to the caretaker of the bungalow at the time of checking in.
- 7.2 They must sign the Guest's Register, indicating the details of visitors, soon after checking in.
- 7.3 The number of persons specified in the acknowledgement form, should not be exceeded under any circumstances.
- 7.4 Casual visitors who are friends/acquaintances of persons authorized to occupy the bungalows should not be encouraged or entertained within the bungalows.

8. Cancellation of bookings

Cancellation of a booking, subsequent to acceptance, will be allowed only if two (2) weeks' notice is given prior to the date of occupancy and full amount would be refunded to the staff member. In the case where, a staff member is unable to give required notice, but wishes to cancel a confirmed booking only 50% of the charge will be reimbursed.

9. Services available

9.1 Cook and Caretaker

- Services of a cook and caretaker will be available at each bungalow. Instructions to the cook and caretaker should be directed only by the staff member and not his/her guest
- Staff members occupying the bungalow should make all dry rations and other food items available to the cook/caretaker if preparation of meal is required by them.
- The services of the cook/caretaker will be available only to the occupants listed in the authorized 'Acknowledgement form'. In instances where more than two staff members occupy the bungalow simultaneously, preparation of meals should be arranged with the cook in a manner that is mutually convenient.
- Occupant's area requested to consume dinner by 10.00 pm the latest, in order to allow time to clean up the premises and to provide sufficient rest for the cook and caretaker.
- The cook and caretaker are required to be on duty at the particular bungalow when guests occupy the bungalow. In any case, one of them will be on the duty at the respective bungalow at all times.(i.e. even on days there are no guest occupancy) Under a situation involving an emergency, permission to leave the bungalow will be granted by Manager Human Resources or Manager Administration only. Staff members or their visitors are strictly prohibited to issue any instructions to the contrary.
- The occupants should neither remove plants or flowers from the bungalow nor embarrass the cook/caretaker by requesting such items.

9.2 Linen

Limited quantities of bed linen and towels will be available at the bungalows. Staff members who require additional items are requested to carry them personally.

9.3 Telephone

Guests are not permitted to use telephone facilities available at the bungalows.

10. Inventory

An inventory of the items will be available at each bungalow. Staff member under whose name the booking is placed will be responsible for such items. The cook/caretaker are under strict instructions to take note of breakages of items, if any. Where ever possible, it is recommended that replacement of such items be done by the relevant staff member, as soon as possible.

11. Holiday bungalow locations

Location	Address	Telephone No
Nuwara Eliya	No 34 Badulla Rd Nuwaraeliya	0776918135

12. General guidelines

- 12.1** When staying at the Holiday Bungalows staff are request to maintain minimum noise and not to disturb the other occupants in the Holiday Bungalow and or the public in the general vicinity.
- 12.2** The Management reserves the right to refuse admission to any of the Holiday Bungalows (with or without any reason), if any staff member is found to have misbehaved or caused damage to any property of the bungalow/s or tarnished the reputation of the Organisation, during the occupancy of a Holiday Bungalow.
- 12.3** Staff members are requested to contact Human Resources for any clarifications on matters relevant to Holiday bungalows.

Revision History

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Date	Version	Summary of Update	Authored By	Approved By
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