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| 員工姓名  Employee Name | **«English\_Name\_» «Chinese\_Name»** |  | 員工編號  Employee No. | **«Staff\_No»** |
| 場館-部門  Location-Department | **«Department»** |  | 職位  Position | **«English\_position»** |

1. 簽署合約及員工到職通知書(請確認員工資料及合約內容無誤)

Signing of Contract and New Employee Notification (please ensure/verify accuracy of staff information with contract).

1. 假期福利/超時工作/調更之要求及規則，以及出勤相關之處罰及扣減機制（詳見員工手冊）

Requirements & Regulations for Leave / Overtime / Shift Change and Attendance Related Issue (refer to Rules & Regulations for further details).

1. 套取指紋（如漏打上下班需主管簽署【考勤修訂表】，有關之薪金扣減請參閱出勤相關之處罰及扣減機制）。

Secure fingerprint of employee (for unaccounted clock in / out, Department Head has to sign the “Employee Attendance Revision Form”. Please refer to the “Penalty and Deduction for Attendance Related Issues”.

1. 浮動報酬--若員工離職的最後工作天不是當月的最後一日，奬勵部分則按薪金協議上所列明之金額按比例計算 (離職包括員工辭職或公司解雇)。

If the employment contract is terminated before the last day of the month, the bonus will only be computed in accordance with the amount stated in the salary agreement if any. (Contract termination included both resignation and dismissal)

1. 處罰通知書--員工如當月有收取任何處罰通知書，其當月之所有獎勵部分將全數扣除。如員工於同一月份收取多於一封處罰通知書，員工當月及未來數月的獎勵部分則根據收取的封數而全數扣除。

Any warnings received during the month shall result in non-eligibility for any bonuses, if any should be given, for that particular month. In the event of additional warning received within one calendar month, the entitlement of the bonus in the following month will also be forfeited. The same principal applies to any additional warnings.

1. 制服費用（如適用）:
   * 如員工入職後六(6)個月內申請離職，除需交回兩(2)套完整制服外，還需繳付以下費用：制服費用共PHP 8,000。(此規則包括已量尺寸， 但未領到制服者 )
   * 如員工入職六(6)個月後申請離職，需交回兩(2)套完整制服外，制服如屬人為破壞或丟失都需賠償相關費用。

Uniform Fee (if applicable):

* Employee who resigns within six (6) months of service must return two (2) full sets of uniform. In addition, reparation of PHP8, 000 will be required for two (2) sets of uniform. (This policy applies to employee who has done the measurement but not yet received the uniform)
* Employee who resigns after six (6) months of service, must return two full sets of uniform. If uniforms are maliciously damaged or lost, related reparation will be required.

1. 🞸機票福利:

來程機票: 外地員工可於工作滿一年後，填寫機票報銷申請表及遞交相關文件，以申請報銷入職時之來程機票費用(詳情請參閱機票報銷申請文件);

回程機票: 外地員工滿一年或以上之非本地員工，離職回國時之回程機票， 由公司負責訂購。

Flight ticket benefit:

Arrival: Non-local employee who has completed 1year of service in the company, can fill in the Flight Ticket Reimbursement Application form and submit the related document for reimbursement of the ticket fee (Detail refer to the “Flight Ticket Reimbursement Application” form)

Departure: Non-local employee who has completed 1year of service in the company, the return ticket will be arranged by the company.

1. 🞸宿舍事宜—外地員工必須於離職日(即最後工作日翌日)起計三天內搬出公司所提供之宿舍／住所。

Non-local employees who have terminated their employment with the Company must vacate from the dormitory within three (3) days after their last working day.

1. 🞸所有稅項及供款(包括SSS，Philhealth，Pag-Ibig，Tax)均於員工入職首天開始扣減，且不會因員工離職或任何理由而作出退款。

All tax and mandatory contributions (Included SSS, Philhealth, Pag-Ibig, Tax) will be taken from the employee’s first pay day and it is non-refundable under all circumstance.

1. 員工入職文件--須於入職後十五(15)天內補齊，如有逾期未交者, 公司有權終止合約而不會作出任何賠償。

All corresponding documents must be submitted within fifteen (15) days after employment date. If employee fails to do so, the Company has the right to terminate the contract without any compensation.

1. 公司物品交還--員工離職時需把有關物品交還公司，如有任何原因未能交還或物品有任何損毀，公司有權於員工薪金中扣除相應物品之費用，如下：

* 員工手冊 ：PHP550/本；
* 員工襟章 ：PHP550/個；
* 員工證 ：PHP550/張；
* 制服、賭場員工證、任何數碼產品、鑰匙、其他屬於公司的物品（相關費用則按物品之價格收取）。

All Company property must be returned prior to employee’s last working day. If for any reason items are not returned or lost, the Company reserves the right to deduct the corresponding fees from the employee’s salary. Fees listed below:

* Rules & Regulations Handbook : PHP550;
* Employee Badge/ Pin : PHP550;
* Employee ID Card : PHP550;
* Other items such as uniform, Casino Employee Card, digital products, keys, and other Company properties (fees will be based upon the value of each individual item).

**備註 Remarks：**

**「**🞸**」只適用於外地員工　Only for Non-Local Employee**

(本人確認已閱讀並理解上述內容。)

(I hereby acknowledge that I have read and understood the above mentioned.)

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| **員工簽署/ 日期**  **Signature of Employee/ Date** |  | **人力資源部簽署/ 日期**  **Signature of Human Resources / Date** |