 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : Talent, Compensation and Benefit Management	
SR.HR.P.02.010	Policy : Recreational Stay in ML Properties	
Supersedes Policy No : <u>n/a</u>	Issued on: 11 June 2018	Effective Date: 15 June 2018

Purpose:

Savan Legend Resorts Sole Company Limited purpose to allow employees to experience services provided at Macau Legend Development Ltd. Properties.

Procedures:

1. Eligible Employees and Stay Condition

- 1.1 Permanent Employee is eligible to the benefit and he/she must complete 1-year service period.
- 1.2 Tier D and upper is entitled for 2-free nights a year during the week days and 25% off on weekend.
- 1.3 Tier A to C is entitle up to 2 night with 50% discount during the week days and 25% off on weekend
- 1.4 Other over-night stayed than quota will get 25% discount
- 1.5 The breakfast is inclusive where it is applied.
- 1.6 SR Management may select the hotels as most appropriate.
- 1.7 Blackout dates are applied during high season or holidays

2. Reservation and Payment for Employees

- 2.1 Employee would contact and fill up form with SR Human Resources Department (Recreational Stay Request Form)
- 2.2 Human Resources contacts to destination hotel(s) to check availability.
- 2.3 Reservation can only be made 60 days in advance (no earlier than 60 days before arrival date)
- 2.4 Employee is advised to bring the company employee ID card
- 2.5 Payment will be charged back to Savan Resorts and staff will be deducted later in the payroll.
- 2.6 General property reservation policy is applied such as: maximum 2 people per room, other additional person/bed is on staff expense and etc.

3. Reservation Cancellation

- 3.1 A reservation cancellation will be based on the destination hotels policy. Employee would acknowledge by the reservation confirmation detail.

Initiated By



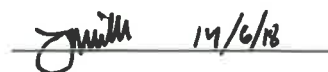
Director - Human Resources

Verified By



Chief Financial Officer

Approved By



President

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3.2 Management may consider changing the reservations to nearby hotel if it happens the overbook or high occupancy in the reserved hotel.

4. Discounts on F&B, Laundry, Spa and etc.

4.1 Discount on F&B will be based per the destination hotel policy and it will describe in the reservation document.

4.2 Those discounts may not apply in conjunction with other promotions.

Initiated By



Director - Human Resources

Verified By



Chief Financial Officer

Approved By



President



Savan Resorts

RESERVATION REQUEST FOR RECREATIONAL STAY

Booking for

Complimentary Room

Staff Discount Rate

EMPLOYEE DETAILS

First name		Last name	
Position/Tier		Department	
Employed Date		Mobile No. & Email:	

ACCOMMODATION REQUEST

Property		No. of rooms	
Check-in date		Check-out date	
N° ___ King Room N° ___ Smoking ___ Airport Pick-up			
N° ___ Twin Room N° ___ Non – Smoking ___ Airport Drop-off			
Arrival time		Departure time	
Flight No.		Flight No.	
Special Requests			
Request date			

Employee's Signature

Head of Department

Director - Human Resources

Chief Financial Officer

President

*Remark: _____

