



THE HERITAGE HOTEL
MANILA

managed by
MILLENNIUM HOTELS AND RESORTS
You are the Centre of Our World

MEMORANDUM

March 26, 2012

TO : ALL DEPARTMENT HEADS
FROM : HUMAN RESOURCES DIVISION
RE : P&P on Compressed Work Week for Offices

In the furtherance of Office Productivity at the same time a Cost Saving Program, we are pleased to inform you of the implementation of the Compressed Work Week effective April 1, 2012 for the following personnel:

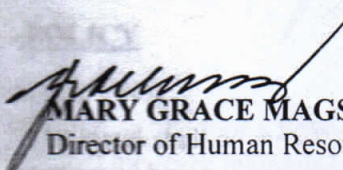
	FIVE (5) Day Compressed Work Week	Alternate 5 1/2 Compressed Work Week
1	Executive Office	Executive Housekeeper & Housekeeping Secretary
2	GPHC	Executive Chef & Kitchen Secretary
2	Finance-Admin	Front Office Manager & FO/RM Secretary
3	Accounting & Payroll	Chief Engineer & Engineering Secretary
4	Credit & Collection	Food & Beverage Manager & F&B Secretary/Clerk
5	Purchasing	Head of Security
6	Cost Control (except receiving & stores)	MIS Manager & Assistant (must be alternating with each other to cover all Saturdays of the month)
7	HRD	Note: All Assistant HODs shall be on-duty during Off-day of the above listed HODs.
8	Room Sales	
9	Catering Sales (skeletal work force on Saturday & Sunday)	
10	Marketing Communications (except Production Artist)	
Working Hours:		Working Hours on Sat-Off-Day
Monday to Thursday: 9:00AM until 7:00 PM		Monday to Thursday: 9:00AM until 7:00PM
Friday: 9:00AM until 6:00PM		Friday: 9:00AM until 6:00PM
		Working Hours on Working Saturday
		Monday to Friday: 9:00AM until 6:00PM
		Saturday: 9:00AM until 1:00PM

For your guidance, please find the attached Policy & Procedure for your reference and dissemination to your respective team.


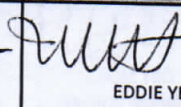
All Departments covered by the policy, kindly note that one (1) day leave filed shall be posted as 1.25 days or 9 hours from Mondays to Thursday. This is to re-align the total man hour requirements for the week.

Should there be any questions, please feel free to discuss with me or through your respective Head of Departments.

Thank you very much.


MARY GRACE MAGSALIN
Director of Human Resources

cc
Mr. Eddie Yeo, General Manager
Mr. Tam Kit Sung, General Manager-GPH C

 THE HERITAGE HOTEL MANILA <small>managed by</small> MILLENNIUM HOTELS AND RESORTS <i>You are the Centre of Our World</i>	POLICY & PROCEDURE		Division:	# of Pages:	Policy No.
			HRD	2	HRD-2012-001
	SUBJECT: Five (5) day Compressed Work Week		Effective Date:		
			April 1, 2012		
		Supersede Policy No.			
		HRD-2008-002			
Members of the Deliberating Committee:		Approved by:		Distribution List:	
Abba Tabeta, Director of Finance Gigi Gaw, Director of Sales and Marketing Mary Grace Magsalin, Director of HR		 EDDIE YEO General Manager		Executive Committee All Heads of Department File	

POLICY

The Hotel shall adopt a Policy on **Five (5) day Compressed Work Week** for Administrative personnel however maintaining the productivity level as in the previous practice. Adoption of this policy must not adversely affect the business and operational requirements of the Hotel.

This is only a privilege, thus the Hotel reserves the right to withdraw or revert to the previous practice of (5½- day workweek) or as required by Hotel operations.

Working Hours: **Five (5) day Compressed Work Week**
 Monday to Thursday: 9:00am until 7:00pm
 Friday: 9:00am until 6:00pm

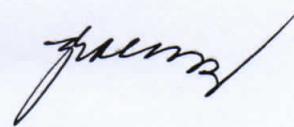
Should a public holiday fall on a Saturday, eligible employees shall **not** be eligible to claim for a day-off-in-lieu. However, should Month-End falls on Saturday; employees who rendered work on said day should be eligible to claim for a day-off-in-lieu.


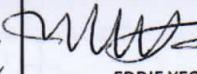
If it is required for any employees covered under this privilege to return to work on a Saturday (e.g. closing of accounts, sales events, sales inspections, training, etc), they shall not be eligible to claim overtime nor given time-off-in-lieu. They should also remain contactable through their respective HODs.

PURPOSE

The **Five (5) day Compressed Work Week** will enable the eligible employees to have more personal time during the weekend to improve, their work-life balance and be able to adopt a balance and healthier lifestyle.

It will allow the deskbound personnel to have enough time to rejuvenate to improve the office productivity.



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			April 1, 2012		
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Members of the Deliberating Committee:		Approved by:		Distribution List:	
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ELIGIBILITY

Administrative Positions covered under this Policy are as follows:


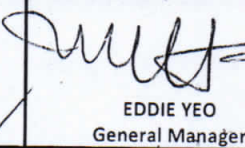
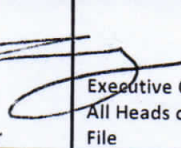
- 1) Executive Office and GPHC (except the storekeeper)
 - 2) Accounting
 - 3) Payroll
 - 4) Credit and Collection
 - 5) Cost Control (except receiving and stores)
 - 6) Purchasing
 - 7) HRD
 - 8) Room Sales (except Reservation)
 - 9) Marketing Communications (except production artist)
 - 10) Catering Sales
- (Should observe skeletal workforce on Saturday & Sunday-Schedule is attached as Annex "A")
- 11) Others departments (upon the approval of the GM)

CONFORMITY

The General Manager may exercise its discretion to include positions that are not explicitly mentioned in this policy, but only after having ensured that the hotel operations will not be affected.

RESOURCES

- M&C Policy on Five-day Work Week.

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			HRD	2	HRD-2012-002
	SUBJECT: Alternate five & a half Work Week for Head of Departments & Secretaries of Operational Departments		Effective Date:		
			April 1, 2012		
		Supersede Policy No.			
		HRD-2008-002			
Members of the Deliberating Committee:		Approved by:		Distribution List:	
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POLICY

The Hotel shall adopt a Policy on **alternate 5 ½-day** workweek for Head of Departments in the Operations however maintaining the productivity level as in the previous practice. Adoption of this policy must not adversely affect the business and operational requirements of the Hotel.

This is only a privilege, thus the Hotel reserves the right to withdraw or revert to the previous practice (5 ½day workweek) as required by Hotel operations.

Working Hours: **On No Saturday Work** – working hours shall be as follows:
 Monday to Thursday: 9:00am until 7:00pm
 Friday 9:00am until 6:00pm


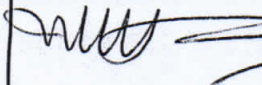
On 5 ½ day Workweek – working hours remains the same:
 Monday to Friday: 9:00am until 6:00pm
 Saturday 9:00am until 1:00pm .

Should a public holiday fall on a **Saturday**, eligible employees shall **not** be eligible to claim for a day-off-in-lieu.

If it is required for any employees covered under this privilege to return to work on a Saturday (e.g. operational requirements, training, report submission or meetings, etc), they shall not be eligible to claim overtime nor given time-off-in-lieu. They should also remain contactable through their respective mobile phone.

PURPOSE

The **Alternate 5 ½-day workweek** will enable the eligible employees to have more personal time during the weekend. To improve their work-life balance and be able to adopt a balance and healthier lifestyle at the same time geared towards the improvement of office productivity.

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ELIGIBILITY

	Department	Eligible Personnel
1	Housekeeping & Laundry	Executive Housekeeper & Secretary
2	Engineering	Chief Engineer & Secretary
3	Front Office	Front Office Manager & Secretary
4	Security	Head of Security & Secretary
5	Food & Beverage Service	F&B Manager & Secretary
6	Food & Beverage Kitchen	Executive Chef & Secretary
7	Information Technology	MIS Manager & Assistant

GUIDELINES

To ensure that during the Saturday-Off-Day of the eligible persons, the respective Departments are fully functional, all the deputy or Assistant must be on Duty. Hence, working schedule must be according to the Operational requirement of the Department. No two personnel in-charge of the Department must be on leave at the same time.

CONFORMITY

The General Manager may exercise its discretion to include positions that are not explicitly mentioned in this policy, but only after having ensured that the hotel operations will not be affected.

RESOURCES

M&C Policy on Five-day Work Week.