



LEZEVACH
Club Corporation

LCC

Employees Handbook

Purpose of Handbook:

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all company policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate head office. Handbook softcopy can be accessed online at [Http://www.lezevach.com](http://www.lezevach.com)

Name _____

Branch/Department _____

I hereby acknowledge receipt of a copy of the LCC (Lezevach Club Corporation) Employee Handbook online at our website www.lezevach.com. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. Employees have the option of receiving the handbook in PDF file format or have the responsibility of printing a hard copy. An electronic copy of this handbook is available for download in a PDF format at www.lezevach.com. Please indicate your choice by checking the appropriate box below:

I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

I choose to receive a hard copy of the employee handbook and understand I am required to contact the Department of Human Resources to obtain a hard copy. The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook. I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.

Signature _____ Date: _____

Please sign and date this receipt and forward it to your admin or department supervisor.

Full-Time Employee

Full-time employees are those who are regularly scheduled to work at least 45 hours per week including breaks.¹

Orientation and Training

To help you become familiar with the Restaurant and our way of doing things, we will provide an orientation and training session within the first few days after you begin work. Some of the content of the session will depend in large part on the nature of your responsibilities, while other

Hours of Work

Work Schedules

LCC (Lezevach Club Corporation) is open daily, from 6:30am to 7:00pm. We schedule employees for various shifts depending on the Restaurant's needs. There are 3 regulars 5:00am-2:00pm, 8:00am-5:00pm and 10:00am-7:00pm for 9 hours including breaks, shifts daily for full-time employees. Catering schedule are given accordingly and being paid per event. Employees may request specific shifts, but the Restaurant cannot always accommodate your preferences. When the Restaurant is able to honor employee requests, to the extent reasonably possible we will fulfill requests based on your seniority in the Restaurant.

Meal and Rest Breaks

LCC (Lezevach Club Corporation) provides **paid** meal break for 1 hour, during which the employee will be completely relieved from duty and is free to leave the premises.

Restroom breaks must be with an approval from Manager or Supervisor and must remain on the premises during your break. Employees may not take breaks, however, if the break will leave a guest unattended or interfere with the timely preparation and serving of food and beverages will not be permitted until done.

Overtime

Because of the nature of the restaurant business, your job may periodically require overtime work.² If the Restaurant requires that you work overtime, we will give you as much advance notice as possible. You should not work overtime hours without prior approval by your manager or supervisor.

Employees working the last shift of the day may be asked to do side work—cleaning up in preparation for the next day. If you believe that doing side work will cause you to work overtime (i.e., exceeding 40 hours in one week), you should get permission from your manager before working overtime.

Attendance and Punctuality

It is important for you to report to work on time and to avoid unnecessary absences. The Restaurant recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action up

to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the Restaurant.

Absences

It is important that every employee understand that employees are carefully scheduled by shifts. An absence by one employee imposes an undue burden on all of the employee's co-workers.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should try to exchange shifts with a co-worker. When you are able to exchange shifts with a co-worker, each of you is responsible for advising your supervisor in writing so that your supervisor knows who will be working each shift.

Notify your immediate supervisor as soon as possible of any anticipated absence. If your absence is unexpected (e.g., you are suddenly ill), you should attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with the Restaurant Manager. If you receive no answer and must leave an SMS Message or a Messenger message, you must provide a number where your supervisor may readily reach you if need be.

Medical Reason:

More than 2 days absent is required to provide a medical certificate. More than 3 days will require a fit to work clearance from a license physician. Unable to provide such documents to support your absences will result into disciplinary actions or suspension/s.

Tardiness

Being on time is extremely important as a member of the Restaurant staff. If you are late you may impose an undue burden on your co-workers, and/or you may negatively impact the service we provide to our guests.

You are expected to be at your workstation promptly at the beginning of each shift to which you are assigned. If you are delayed, you must call your immediate supervisor to state the reason for the delay. As with absences, you must make every effort to speak directly with your immediate supervisor or the Restaurant Manager. Continual tardiness in reporting to work will result in disciplinary action up to and including discharge.

Dress Code

As an employee of the Restaurant, we expect you to present a clean and professional appearance at all times. All wait staff and others serving the public directly are required to wear uniforms or dress specified by the Restaurant. Our Restaurant will provide you with uniforms but you will have to obtain your own hairnet, apron and closed shoes. It is your responsibility to keep your uniform neat and clean at all times.

Your bright, clean uniform will not impress guests if your appearance is not likewise appropriate. Care to personal hygiene is imperative. Hair should be clean and well-groomed. Guests should be more interested in you and your service than your hairstyle. Men may wear beards or moustaches of reasonable length, so long as they are well-trimmed and cared for.

Employees may not have tattoos on their face. Makeup should be tasteful. You should avoid dangling or long jewelry that might get caught on something and cause injury to you, your co-workers, or our guests.

Fingernails must be clean and well-trimmed. Nail polish is not permitted for employees handling food or beverages. All employees, regardless of position, should regularly wash their hands (both for the safety of your health as well as that of guests and co-workers).

Hairnet is required at all times in the hairnet area zone especially in the kitchen even when in breaks or after shifts. Remember that each employee is essential to the success of our Restaurant and those of you who serve our guests directly are the public image of LCC (Lezevach Club Corporation). Management reserves the right to give final approval on an employee's appearance while at work. Any blatant disregard for the dress code is grounds for discipline up to and including discharge.

If an employee requires an accommodation relating to the dress code for any reason, the employee should speak with his or her immediate supervisor or the Restaurant Manager.

Treatment of Guests

It is essential that you make our guests feel welcome and that you extend the highest courtesy at all times to our guests as well as to co-workers and others. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and exceptional quality.

Personnel Records

It is important that the Restaurant maintain accurate personnel records at all times. You are responsible for notifying your immediate supervisor or the Restaurant Manager of any change in name, home address, telephone number, marital status, number of dependents, immigration status, or any other pertinent information. By promptly notifying us of such changes, you will avoid compromise of your benefit eligibility, or similar inconvenience.

Personal Property

We strongly urge all employees to leave any unnecessary personal property at home, e.g., large amounts of cash, expensive jewelry, etc. The Restaurant is not responsible for loss or damage to any personal property.

Company Property

All employees should be aware that everything in the Restaurant, except personal items you may bring to work with you, constitutes property of the Restaurant, from food in the kitchen to the silverware on the tables. Any employee who takes Restaurant property without the consent of either the employee's

supervisor or, in the case of food in the kitchen, the consent of the kitchen supervisor, is subject to immediate discipline up to and including discharge.

With regard to Restaurant property provided to you, e.g., uniforms, any such property should be returned before departing the Restaurant on the last day of work.

Performance Reviews, Salary Reviews

You will have your first performance review at the end of your first 3 months of Training with the Restaurant. Thereafter, performance reviews will normally be conducted annually on or about your anniversary date. All performance reviews will be completed in writing by your supervisor or the Restaurant Manager on the form designated by Restaurant management, and reviewed during a conference with you. Factors considered in your review include the quality of your job performance, your attendance, meeting the requirements of your job description, dependability, attitude, cooperation, compliance with Restaurant employment policies, any disciplinary actions, and year-to-year improvement in overall performance.

Compensation increases may be given by the Restaurant at its discretion in consideration of various factors, including your performance review.

Internet Access

Access to the Internet is given principally as needed for work-related activities or approved educational / training activities. Generally, employees are not permitted to use company computers except the company admin & HR to access the Internet. You may, however, use wireless access in the office during meal or rest breaks. This privilege should not be abused and must not affect the user's performance of employment-related activities. Porn sites are strictly prohibited. Downloading harmful software or applications that may cause a network security breach will result in disciplinary action up to and including discharge.

Right to Monitor

The Restaurant Internet system is at all times the property of the Restaurant. By accessing the Internet through facilities provided by the Restaurant, you acknowledge that the Restaurant (by itself or through its Internet Service Provider) may from time-to-time monitor, log, and gather statistics on employee Internet activity and examine individual connections and communications.

Responsibilities and Obligations

Employees may not access, download, or distribute material at any time while on the Restaurant and office premises (including on their personal devices, e.g., smart phones, tablets) if that material violates the law or is reasonably likely to be offensive or objectionable. Such prohibited material includes pornography, material that is racist or demonstrates overt discrimination of any kind, and material which is an incitement to violence.

Violation of this Policy

In all circumstances, use of Internet access must be consistent with the law and Restaurant & Office policies. Violation of this policy is a serious offense and, subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, including termination.

Email

The email system is the property of LCC (Lezevach Club Corporation). All emails are archived on the server in accordance with our records retention policy, and all emails are subject to review by the Operations Manager or Chief Finance Officer. Employees whose work involves a computer may make limited use of our email system during break time for personal business matters, so long as such use is kept to a minimum and does not interfere with your work.³

Since the company email system is LCC (Lezevach Club Corporation) property, it is subject to monitoring. Please consider this when conducting personal business using company hardware and software.

Electronic mail is like any other form of company communication, and may not be used for harassment or other unlawful purposes. Any email account is a company-provided privilege, and is company property. Remember that when you send email from the company domain, you represent the LCC (Lezevach Club Corporation) whether your message is business-related or personal.⁴

Social Media

The term “social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the LCC (Lezevach Club Corporation), as well as any other form of electronic communication. The same principles and guidelines found in the company rules, policies, and procedures apply to an employee’s social media activities online.

Any conduct that adversely affects an employee’s job performance or the performance of fellow employees, or otherwise adversely affects the company legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by the Philippine Constitution.⁵

Smoking or Vaping

In order to provide a safe and comfortable working environment for all employees, smoking / vaping is strictly prohibited at all times inside the counter area, kitchen or events venue premises. Employees may smoke outside within a designated area. Frequent interruptions to your work because of smoking may subject an employee to discipline up to and including discharge.

Drug-Free Workplace

The Restaurant takes seriously the problem of drug and alcohol abuse, and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and guests of LCC (Lezevach Club Corporation) to unacceptable safety risks, and undermines our ability to operate effectively and efficiently.

The LCC (Lezevach Club Corporation) has adopted a formal policy related to substance abuse. A copy of the complete policy is contained in this Handbook.

Substance Abuse

The LCC (Lezevach Club Corporation) recognizes alcohol and drug abuse as potential health, safety and security problems. The company expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on company premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times.⁶ All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor, designated manager, or Human Resources.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the LCC.

Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

Random Drug Test

May be required from time to time to ensure a safety work environment.

Alcohol Service

LCC serves alcohol to our guests during events. Most guests will enjoy wine, beer, or a cocktail with their meal without any mishap. However, occasionally a guest will drink too much and become

intoxicated and belligerent. If you believe that a guest has had too much to drink, do not comply with any further drink orders by the customer, but rather report the guest to your supervisor.

Employees, regardless of age, are prohibited from drinking on the Event premises during a shift.

Employees may be trained in the service of wine and beer and some employees may be trained in the preparation of cocktails. Please bear in mind that wasting of alcoholic beverages is costly. Therefore it is important that if you are pouring wine or beer or preparing cocktails that you follow your training and pour proper amounts and/or use the correct measures for cocktails.

Safety and Accident Rules

Safety is a joint venture at the LCC. The cafeteria can be a dangerous place if any of our employees disregard basic safety principles. Fires and burns are always potential hazards in the kitchen and wait staff can be burned accidentally as well. Wait staff can easily trip and fall if not carrying trays and other things safely.

We provide a clean, hazard-free, healthy, safe environment in which to work and make every effort to comply with all relevant safety precautions, including the Basic Safety training during orientation. As an employee, you have a duty to comply with the safety rules of LCC, and you are expected to take an active part in maintaining a hazard-free environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor and use safety equipment where required.

Any workspace for which you are responsible, e.g., a beverage station, should be kept neat, clean and orderly. You are required to report any accidents or injuries – including any breaches of safety – and to promptly report any unsafe equipment, working condition, process, or procedure to a supervisor or manager.

Failure to abide by the LCC's safety and accident rules may result in disciplinary action, up to and including termination.

Sanitation

The nature of a restaurant environment allows bacteria to be easily transferred from one person to another. Consequently, you must exercise extraordinary care to be clean at all times. Wash your hands frequently. Handle food carefully in accordance with procedures explained by our Cafeteria. By being conscientious about cleanliness and sanitation in all of your work in the Cafeteria, you can help protect your own health as well as that of guests, co-workers, and others.

Medical Procedures

If you become ill or get hurt while at work, you must notify your supervisor immediately. Failure to do will not held the company liable for any expenses or obligation.

LCC is concerned about the physical well-being of its staff and encourages all employees to have periodic physical examinations.

Promotions and Transfers

In an effort to match you with the job for which you are most suited and/or to meet the business and operational needs of the company, you may be transferred from your current job and assigned another temporarily or permanently. This may be either at your request or as a result of a decision by LCC.

Reasons for transfer may include, but are not necessarily limited to, fluctuations in workloads; a desire for more efficient utilization of personnel; increased career opportunities; personality conflicts; health; other personal situations; or other business reasons.

Most job openings that are intended to be filled from within the company will be posted Company's Official Group Chat. LCC does reserve the right, however, to transfer or promote an employee without posting the availability of that position. Temporary transfers may be made at the discretion of Senior Operations Manager.

You are eligible to request a transfer and to be considered for promotions upon completion of [six (6) months] of satisfactory performance in your current job. Your eligibility is also dependent, of course, on your having the needed skills, education, experience and other qualifications that are required for the job. However, a transfer may take place within the first [six (6) months] of employment if company management believes that it is in the best interest of LCC to make an exception to this guideline.

Customer Complaints

Good customer service is at the core of our success as a restaurant. Customers will complain from time to time, sometimes with good cause and sometimes not. Employees should refer all complaints to the Restaurant Manager whenever possible. If you do take a complaint, whether by phone, email, or some other medium, you are to respond politely. Generally the customer is always right for purposes of responding to the customer. LCC may offer compensation for poor service, but only with the approval of the Restaurant Manager.

Discrimination Is Prohibited

The Restaurant is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. We seek to comply with the Philippine constitution laws related to discrimination and will not tolerate the interference with the ability of any of the company's employees to perform their job duties.

LCC makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

Workplace Harassment

LCC is committed to providing a work environment that provides employees equality, respect and dignity. In keeping with this commitment, the company has adopted a policy of "zero tolerance" with regard to employee harassment. Harassment becomes unlawful where: (1) enduring the offensive conduct becomes a condition of continued employment; or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

This policy applies to all terms and conditions of employment. Harassment of any other person, including, without limitation, co-workers, visitors, or vendors, whether at work or outside of work, is grounds for immediate termination. LCC will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be promptly, thoroughly and impartially investigated and resolved appropriately. The company will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

Sexual Harassment

Sexual harassment is prohibited by federal, state, and local laws, and applies equally to men and women. Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when the conduct: (1) explicitly or implicitly affects a term or condition of an employee's employment; (2) is used as the basis for employment decisions affecting the employee; or (3) unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

Such conduct may include, but is not limited to: subtle or overt pressure for sexual favors; inappropriate touching; lewd, sexually oriented comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons; and repeated requests for dates. company policy further prohibits harassment and discrimination based on sex stereotyping. (Sex stereotyping occurs when one person perceives a man to be unduly effeminate or a woman to be unduly masculine and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female.) LCC requires reporting of all perceived incidents of sexual harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with his or her immediate supervisor, designated manager, or Human Resources.⁷

Supervisors' Responsibilities

All managers are expected to ensure a work environment free from sexual and other harassment. They are responsible for the application and communication of this policy within their work area. Managers should:

- Encourage employees to report any violations of this policy *before* the harassment becomes severe or pervasive.
- Make sure the Human Resources Department is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual and other harassment is not permitted.

Compensation

Payroll Practices

Employees are paid [semi-monthly], on or about [Tuesday on after 15th and end of each month]. If the regularly scheduled payroll date falls on a Tuesday, the company will attempt to deliver paychecks on the same day. If the regular payday falls on a Wednesday to Monday, employees will be paid on the upcoming Tuesday. When a payroll date falls on a holiday, employees will, when possible, be paid on the last business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date.

Salary Deductions and Withholding

The company will withhold the following from your paycheck:

Taxes

This will be deducted on the 15th cut off.

Other Deductions

(Social Security Service) SSS, Pag ibig, & Philhealth will be deducted on the month end cut off.

Tips

All tips are centralized. Therefore you must report your tips to the manager or supervisor. Failure to report tips will lead to disciplinary sanctions. *This will be divided on a quarterly basis. Employees that will be terminated or resign before the tip distribution date will not be included for the pay off.*

Direct Deposit

You may have your paycheck deposited directly into your bank account. You will be given the authorization form for deposit by your immediate supervisor, designated manager, or Human Resources.

Benefits of regular employee

Paid Leave Credits

You will get 1 paid leave per month this will be treated as a vacation or sick leave

A total of **12 paid leaves per year**.

13th month bonus

The employee will receive an equivalent of 1 month basic salary, if the employee was able to complete a year of service for the company, otherwise a prorated amount is given based on the months rendered.

Employee Contributions

The employee benefit for SSS is contributory; that is, you are responsible for a portion of the premium for your benefits. A portion of the premium, up to a maximum per month, is contributed by the company. Your contributory cost is deducted from your paycheck.

Holidays, Vacation and Other Leave

Religious Observance

The company require employee to accommodate the religious beliefs, but do not require them to provide paid leave. LCC respects your religious beliefs, however, and therefore, will provide [one (1) day] of unpaid leave to employees who, for religious reasons, must be away from the company on days of normal operation. Employees who require additional time off may use vacation and/or personal days. This leave must be requested through the department manager two weeks prior to the event.

Procedure

Requests for vacation time should be submitted to your supervisor as soon as you know when you wish to schedule your vacation, but in no event less than two weeks prior to the time requested. Vacation requests are approved by your immediate supervisor. Vacation time is coordinated so that sufficient staff is available to provide adequate coverage at all times, and there may be company-wide "blackout dates," as necessary. Vacation requests are granted on a first-come, first-served basis. In the event of a conflict in vacation requests, your operations manager will consider the company's staffing needs during the relevant period, as well as the length of service with the company of the employees involved.

Notification Procedures

When you are absent from work and your absence has not been previously scheduled, you must personally notify your immediate supervisor or manager as soon as you are aware that you will be late or unable to report to work. Leaving a voicemail or message with another staff member does not qualify as notifying your supervisor.

When absence is due to illness, LCC reserves the right to require appropriate medical documentation. Such documentation need only include the employee's name, the date and time the employee was seen, and if applicable, a specific instruction regarding the employee's incapacity to perform his or her job. Excessive absenteeism or tardiness can result in discipline, up to and including discharge.

If you are absent because of an accident or you are absent for longer than seven (7) days due to illness, you will be on an indefinite leave status.

Bereavement Leave

Employees will receive up to [three (3) days] of paid time off in the event of the death of a member of their immediate family. Immediate family includes spouses, children, parents, parents-in-law, brothers or sisters. You are allowed [one (1) day] of unpaid leave in the event of the death of an extended family member. Extended family includes grandparents, aunts and uncles, and other more distant relatives.

Leaving the LCC

If you wish to resign your employment with the company, you are requested to notify your manager of your anticipated departure date at least **two (2) weeks in advance**.⁸ Managers, supervisor, admin and other higher-level employees to give **30 days' notice**

This notice should be in the form of a written note or letter in paper.

You will be paid for accrued but unused vacation time as part of your last paycheck. Accrued but unused personal time, however, is not paid upon termination.

The company asks all employees to participate in an exit interview with their immediate supervisor prior to leaving the company. This provides an opportunity to return parking passes, keys and other property and to tie up any loose ends. You will receive preliminary information at that time regarding continuation coverage and any other continuation of benefits for which you may be eligible.

You will need to accomplish a clearance form and have it sign by your supervisor, restaurant manager and operations manager.

Clearance signing schedule:

Thursday at 5:00pm-6:00pm only Manila Oceans Park Cafeteria

Upon accomplishing the **Clearance Form** you will receive your final pay check 15 business days upon clearance signed date on a Friday.

Releasing of Final Pay Check

Friday at 5:00PM-6:00pm Only at Manila Oceans Park Cafeteria

If you leave the company in good standing, you may be considered for reemployment at a later date. However, in the case of rehiring, you may be considered a new employee with respect to vacation time, benefits and seniority.

Termination:

Will nullify all your incentives and unused leaves credit including your shares on the centralized TIP and will be charge by 10% liquidated damage for the company lost.

AWOL (Absence without leave)

Will be terminated 3 days after sending the RTWO (Return To Work Order) and LCC will also charge liquidated damage of 10% on your final pay and all government mandated deductions will also be deducted on your final pay check.

You will still need to accomplish a clearance form and have it sign by your supervisor, restaurant manager and operations manager.

Clearance signing schedule:

Thursday at 5:00pm-6:00pm only Manila Oceans Park Cafeteria

Upon accomplishing the **Clearance Form** you will receive your final pay check 15 business days upon clearance signed date on a Friday.

Releasing of Final Pay Check

Friday at 5:00PM-6:00pm Only at Manila Oceans Park Cafeteria