

HR Dept Inspection Form人力资源部检查表

序号 No.	检查依据 Inspection Basis	检查标准（写明内容要求出处，来自哪个制度或者哪个文件的哪个条款，该条款具体内容 Inspection Standards (Specify the source of the content requirements, including the specific article or clause from the relevant system or document, and the specific content of that clause)	检查单位 Inspection Unit	检查内容 Inspection Content	检查结果 Inspection Result
1	Regulations on Employee Leave and Attendance Management 员工请假考勤管理规定	5.1Rest/Off Days and Holidays 休假与假期	All Department	Check the calculation of target holidays for each department; review of overtime; and digest various types of paid leave;All requests for leave must be approved by OA and complete relevant information must be provided. 检查各部门指标性假期的计算；加班的审核；各类调休的消化；所有的请假是否经过OA审批且提供完整的相关资料。	Calculation of annual leave: No.1 Refinery Dept., No.2 Refinery Dept., Utilities Dept., Port and Storage Dept.,Power Dept.,Electrical Operation Dept all have detailed calculation ledgers, including calculations for entry, job adjustment, and increase in employment years. Among them, Electrical Operation Dept Compared with the internal calculations and requirements, there is still room for refinement; regarding the number of consecutive days of annual leave in the system, Brunei employees in the above departments have not yet implemented it, and have been required to implement it according to the regulation; 年休假计算：炼油一部、炼油二部、公用工程部、港务储运部、热电部、电气运行部均有详细的计算台账，包含入职、岗位调整、入职年限增加的折算，其中电气运行部计算与要求相比，仍有细化空间；制度中关于年休假的连续使用天数，上述部门文莱员工目前未执行，已要求按制度落实；
2					Overtime management: No.1 Refinery Dept., No.2 Refinery Dept., Utilities Dept., Port and Storage Dept.,Power Dept.,Electrical Operation Dept all have overtime ledger. The overtime work of No.1 Refinery Dept. has not been submitted to OA for approval; 加班管理：炼油一部、炼油二部、公用工程部、港务储运部、热电部、电气运行部均有加班台账，其中炼油一部部分加班未提交OA审批；
3					Adjustment and digestion: At present, the Power Dept.,Electrical Operation Dept have been controlling and actively digesting overtime. There is still a lot of remaining overtime over the years, of which Power Dept. will take two years to digest, and Electrical Operation Dept will be digested by the end of this year; 调休消化：目前热电部、电气运行部已在控制及积极消化加班，历年剩余加班仍较多，其中热电需要2年消化完，电气在今年年底消化完；
4					Holiday approval: No.1 Refinery Dept., No.2 Refinery Dept., Utilities Dept., Port and Storage Dept.,Power Dept.,Electrical Operation Dept all have approval procedures for holidays, and sick leave certificates also meet the requirements. Among them, the Electrical Operation Dept has more extended unpaid leave when returning home for vacation; 假期审批：炼油一部、炼油二部、公用工程部、港务储运部、热电部、电气运行部假期都有审批手续，病假证明也符合要求，其中电气运行部回国休假延期事假较多；

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5					Return vacation management: No.1 Refinery Dept., No.2 Refinery Dept., Utilities Dept., Port and Storage Dept.,Power Dept.,Electrical Operation Dept have return vacation records. Extensions and sick leave are reported every month and pre-absences are reported. unpaid leave exceeding one month is individually approved. 回国休假管理：炼油一部、炼油二部、公用工程部、港务储运部、热电部、电气运行部有回国休假台账，延期的事、病假每月均有填报预缺勤，事假超过1个月的单独审批；