

Management Regulation

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File name: Regulations on Holiday System of International Business School

Regulations on Holiday System of International Business School, Beijing Foreign Studies University

I. Statutory Holiday

According to state regulations, unbudgeted staff of International Business School can enjoy statutory holidays, including: New Year's Day, Spring Festival, Qingming Festival, International Labor Day, Dragon Boat Festival, Mid-Autumn Festival and National Day. Please refer to The Statutory Holiday System of Beijing Foreign Studies University for specific arrangements.

II. Winter and Summer Vacations

Unbudgeted staff of International Business School enjoy two months of paid vacation per year, including a one-month winter vacation and a one-month summer vacation. Please refer to Holiday Regulations of Beijing Foreign Studies University for specific arrangements. The holiday arrangements are published at the end of each semester.

For summer and winter vacations, each department can draw up a duty-shift holiday system according to actual needs.

III. Overtime Work During Summer and Winter Vacations

During summer and winter vacations, if employees of administrative posts want to work overtime, they should fill in the *Overtime Work Application of Employees* (Appendix 1) a week before the holidays, and report it to the department director for his or her approval and signature. When working overtime during the holidays, employees need to fill out a daily *Overtime Work Log* (Appendix 2). At the start of each new semester, the department director should audit and submit the *Overtime Record* (Appendix 3).

This regulation will be implemented since the date of publication, and other untreated matters will be decided by the School Board.

International Business School

September 2, 2014

Overtime Work Application of Employees

Applicant name		Department		Year month day	
Scheduled overwork time	From	To	Total:	Hours	
Reasons for overwork			Signature of Department Director		

Over Time Work Log

Year Month Day	Date	Job content	Notes

Appendix 3: Overtime Record

Overtime Record

Department name	Name	Total overwork Days	Overwork date	Reasons for overtime work