

## EMPLOYMENT OFFER AND CONTRACT

Date : 19-July-2021  
Name : MADHU VAMSI KRISHNA ANNE

Dear MADHU VAMSI KRISHNA ANNE

Further to your recent application, on behalf of the Le Royal Meridien Beach Resort & Spa, The Grosvenor House Dubai and the Owners of both properties, I am pleased to offer you employment under the following terms and conditions:

<b>JOB TITLE</b>	<b>F&amp;B SERVICE ASSISTANT</b>
<b>EMPLOYMENT STATUS</b>	<b>SINGLE</b>
<b>EMPLOYMENT BENEFIT BAND</b>	<b>GRAY 4</b>
<b>BASIC MONTHLY SALARY</b>	<b>DIRHAMS 1,000.00</b>
<b>POINT OF HIRE</b>	<b>HYDERABAD</b>
<b>AIR TICKET ENTITLEMENT</b>	<b>ONCE IN TWO YEARS</b>
<b>START DATE</b>	<b>05-September-2021</b>
<b>BUSINESS UNIT</b>	<b>LE ROYAL MERIDIEN</b>

*Le* ROYAL MERIDIEN

### 1. EMPLOYEE AGREEMENT

- 1.1 This Offer is for an unlimited period of time and will commence from the first day of duty.
- 1.2 This Offer reflects the stipulations of the United Arab Emirates' Federal Labor Law and is governed by the clauses therein.
- 1.3 The first **6 months** of your employment will be a probationary period. During the Probation Period, the employment offer letter can be terminated without notice & payment of any end of service benefits.
- 1.4 In case of resignation before completion of **one year service**, you will be charged the relevant recruitment and residency fees.
- 1.5 By accepting this offer, a notice period of **30 days** will be given in writing indicating the intention to terminate the employment following completion of the probationary period.
- 1.6 On termination of your employment, you will be paid all outstanding amounts of salary, allowances and other benefits to which you are entitled. They shall be accrued until your last day of employment (the "Termination Date"), whereupon such entitlements shall cease.

### 2. ANNUAL LEAVE ENTITLEMENTS

- 2.1 Annual leave will be calculated based on the UAE Labor Law. After 12 months of service, employee entitles for 30 days paid annual leave. However, if the employee's service is more than six months but less than one year, annual leave will be calculated at 2 days per month and is not available during the first six months of employment.

### 3. AIR TICKET ENTITLEMENTS

- 3.1 Your Air Ticket entitlement will be reimbursed by the Le Royal Meridien Beach Resort & Spa and Grosvenor House Dubai, based on your point of hire.
- 3.2 The Air Fare applicable to calculate the Ticket Entitlement will be based on the Hotel Ticket Encashment Policy.
- 3.3 If you resign before completion of your Air Ticket Entitlement period, you will be responsible to provide yourself with an air ticket to your Point of Origin.
- 3.4 However, an employee who has completed the Air Ticket Entitlement period will be provided with an outbound ticket, when resigning from the company.

LE ROYAL MERIDIEN  
BEACH RESORT + SPA DUBAI

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lemeridien.com/royaldubai

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\_\_\_\_\_  
Employer

  
\_\_\_\_\_  
Employee

Requirement No: **RO2100248**

#### 4. SERVICE CHARGE

- 4.1 If your employment benefit band entitles you for the monthly service charge payment, it will be paid to you every month based on the calculation standard applied by the hotel. This is subject to review by the Management team from time to time.
- 4.2 This payment is not and shall not be construed or understood to be part of the Employee's remuneration or end of service benefit calculation.

#### 5. MEDICAL AND WORKMEN'S COMPENSATION INSURANCE

- 5.1 The Hotel provides Medical Insurance cover based on your Employment Status and standard of cover specification issued by the Dubai Health Authority. The hotel also covers all the employees under Workmen's Compensation Insurance for any accident whilst on duty.

#### 6. EMPLOYEE MEALS

- 6.1 You will be provided with three meals per day, either in the Employee Restaurant at the hotel or the Staff Village.
- 6.2 Food & Beverage Outlets may be used for special occasions with prior approval from the respective Department Head and the Human Resources Director. Staff Discounts are applicable based on the Hotel Employee Benefits Policy.

#### 7. ACCOMMODATION

*Le* ROYAL MERIDIEN

- 7.1 You are entitled for a hotel provided accommodation based on the Employment Benefit Policy. The company reserves the right to search employees, lockers, their personal belongings and any company accommodation. No company property may be removed from the hotel premises without the written authority of the designated member of management.

#### 8. UNIFORM

- 8.1 Uniforms will be provided and laundered by the hotel. This uniform is made to measure and will be replaced when necessary due to normal wear and tear. However, if you require another uniform of a different size or cause willful damage to the one issued, you will be charged for the replacement.

#### 9. SICKNESS AND SICK LEAVE

- 9.1 Sick leave is not granted until you have completed six months (which is the probationary period). Thereafter, you will be entitled to 30 days per annum, which will take effect after the satisfactory completion of the first full year of employment. Thereafter, you will be entitled to 90 days sick leave, either continuous or intermittent per year of service, provided the hotel is satisfied that the absence is due to genuine incapacity to work.
- 9.2 The sick leave is computed as follows based on the UAE Labour Law:  
Full pay for the first 15 days.  
Half pay for the next 30 days.  
Following 45 days without pay.

#### 10. HOURS OF WORK

- 10.1 The normal working hours shall be 54 hours per week over six (6) days.

#### 11. END OF SERVICE BENEFIT (UAE Labour Law)

- 11.1 Any employee who has completed one year or more in continuous service shall be entitled to End Service Benefits at the end of his/her service calculated as follows: 21 days basic salary for each year of service for the first 5 years and 30 days basic salary for each year of service thereafter. This entitlement shall reduce to 7 days per year of service in the event of resignation before completion of 3 years and 14 days per year of service in the event of resignation after 3 years but before completion of 5 years.

You will forfeit any entitlement to End of Service Benefits in any of the following cases: If dismissed from service in accordance with the Federal Labour Law (which deals with grave offences- Article 120). If the Employee fails to report for duty and abandons place of work without prior notice.



Employer



Employee

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**12. ACKNOWLEDGEMENT**

- 12.1 The above - mentioned points represent the Employee Benefits offered for your role within the Hotel. They are a summary of the benefits, entitlements and privileges offered to Employees of your rank.
- 12.2 Policies and Procedures that relate to Employee Benefits may change from time to time. Should this be the case we will communicate such changes to you with sufficient notice to model your behaviour accordingly. You acknowledge receiving a copy of this summary and your understanding that occasionally, policies may change. In so much as they do not detract from Employee Agreements made, we would expect employees to follow Policies and Procedures as a condition of employment, reflecting the appropriate image at all times. It is your responsibility to familiarize yourself with the policies and procedures concerned. Further information on the above points can be found in the Human Resources Policies and Procedures Manual, which can be located in all Departments.
- 12.3 Please note that this offer is subject to the granting of an employment visa by the immigration authorities in Dubai and obtaining satisfactory employment references.

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As this offer is a part of your Employment contract, please confirm your acceptance by signing and returning a copy to us within 48 hours of receiving this letter. Please complete fully the enclosed Visa/General Information Form, attach a clear set of your valid passport and contact details and/or fax number and forward to Human Resources fax number 00971 4 3165207, or sent by a courier service.

**ROYAL MERIDIEN**

You need to submit 10 recent passport size photographs with white background.

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We look forward to welcoming you to Le Royal Meridien Beach Resort and Spa and The Grosvenor House Dubai and working with you.

Yours Sincerely,

**Acknowledge and Accepted**



**CHRISTOF STENGLEIN  
HUMAN RESOURCES DIRECTOR**

**Name : MADHU VAMSI KRISHNA ANNE**

**Date : 26/07/2021**



Employer

Employee

Requirement No: **RO2100248**

