

HRSINGAPORE

Question - Flight Delayed

Dear HR Practitioners,

One of our staff who's flight delayed for 10 hours. Due to there was an important appointment with customer, he bought a new ticket instead of waiting for the delayed flight. Company has successfully claim back the flight delayed compensation from Travel insurance. In your company practice, please advice if the flight delay claimed from Insurance to be paid to company or employee.

Thank you.

Jocelyn

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Developing an Employee Handbook Workshop

- 19 July 2016 (15th Run) - Confirmed!

(Holiday Inn Orchard)

An employee handbook is a compilation of the policies, procedures, working conditions, and behavioral expectations that guide employee actions in a company. Employee handbooks generally also include information about the company, employee compensation and benefits, and additional terms and conditions of employment. Another integral content in any handbook is the code of conduct for employees that sets guidelines around appropriate behavior for the workplace.

The purpose of an employee handbook is to provide employees with a working guide to the understanding of the day-to-day administration of human resource policies and practices in a company. It is designed to provide employees with a general summary description of the company's HR policies, employee benefits, and code of conduct.

The handbook can help ensure that all HR policies and practices conform to legal requirements. Employers can use the policies in the employee handbook to protect themselves against possible lawsuits pertaining to harassment, wrongful termination, discrimination claims etc.

Participants attending this workshop will be provided with a comprehensive template for an Employee Handbook!

For details, please click on: <http://hrsingapore.org/employeehandbook/>



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