

## **TRONC SCHEME ENTITLEMENT**

- Tips are not contractual.
- This scheme is administered by the staff for the staff, and hotel management play no role in deciding how tips are allocated.
- If you have been absent due to illness from work for a total period of more than 2 weeks within the quarter, your payment will be pro rated to reflect your contribution.
- If you have been dismissed for gross misconduct or have resigned before the end of the quarter, you will forfeit your right to any remuneration from the Tronc Scheme.
- If you are in your 3-month probationary period, you are not entitled to a share from the Tronc Scheme payout. In this instance the payout remains at the full discretion of the Tronc Master.
- Tips are paid out quarterly, Subject to sufficient funds being available.
- You are required to collect your tips payout in person, directly from the Tronc Master. You will be required to sign for them.
- Cash tips must be surrendered to the tip box in either reception or the restaurant immediately. Breach of this may result in disciplinary action.
- Distribution of tips is subject to personal tax.
- Tip amounts are distributed dependent on average the hours you have worked in that quarter. This is as follows:
  1. Over 25 per week – A full share of the tips.
  2. Between 10 to 25 hours per week –  $\frac{1}{2}$  share of the tips.
  3. Under 10 hours per week –  $\frac{1}{4}$  share of the tips.
- Tips collected in the restaurant on Wednesday & Sunday lunches will be shared between the Restaurant, Bar & Kitchen staff only. However, 20% of this will be pooled & distributed to all hotel staff.

April 2021