



Mt. Rose
SKI TAHOE

EMPLOYEE REQUEST FOR SEASON PASS REFUND 2021 - 2022

Employee Name: _____ Employee Number: _____

Department: _____ Position: _____

**This form must be completed and returned to
Human Resources no later than
Monday, February 28, 2022.**

PASS REFUND REQUIREMENTS:

- Refunds are issued for employees only. Refunds are not available for dependent passes.
- Employee must be actively working and in good standing as of March 1, 2022 in order to qualify for a refund.
- Refunds will be processed using the original method of payment.
- Employee must have worked an average of at least one (1) day per week that the resort has been open during 21/22 in order to qualify for a refund.
- Employee must attach original pass to this form.
- This form must be submitted to the employee's manager for approval.
- Late requests, that otherwise meet the refund request criteria, will have the refund reduced by \$100 for late submission.
- Requests submitted after April 1, 2022 will NOT be honored.
- Please refer to pass refund guidelines on reverse for full details.

Employee Signature: _____ Date: _____

By signing, I agree that the above employee is currently employed in good standing:

Department Manager Signature: _____ Date: _____

For HR use: Date Received _____ # of shifts YTD 20/21 _____



SEASON PASS REFUND GUIDELINES 2021/2022

❖ **What criteria must be met for employees to receive a pass refund?**

- Refunds are issued to Mt. Rose employees that are actively working and in good standing as of March 1, 2022. The employee must have worked an average of at least one (1) day per week that the resort has been open during the current season in order to qualify for a refund. Employees with a more infrequent work schedule are not eligible for a refund.

❖ **My dependent purchased a season pass before I knew I would be able to extend skiing privileges to him/ her. Are they eligible for a pass refund?**

- Eligible dependents of employees are NOT eligible for a pass refund. If your friend/ dependent already purchased a pass then you can choose another friend or the lift ticket option for your benefit.

❖ **How do I request a pass refund?**

- Pass refund forms can be obtained through the Human Resources Office. This form must be completed and submitted to Human Resources no later than Monday, February 28, 2022 in order to be eligible for a refund. Refunds will be processed using the original method of payment. Employees must present original form of payment to Guest Services to process refund.

❖ **What if I'm late turning in my request form?**

- Pass refund forms that are submitted after the deadline of February 28, 2021 will have the refund reduced by \$100 because of the late submission. Refund request forms submitted after April 1, 2022 will NOT be honored.

❖ **If I leave employment with Mt. Rose can I or my dependent(s) keep my pass?**

- Employee ski privileges are a benefit of working for Mt. Rose. Employees that leave their employment at Mt. Rose relinquish free skiing benefits for themselves and their eligible guest/ dependents at the time of termination.

❖ **If my employment terminates can I or my dependent(s) re-purchase my pass?**

- If you become an employee and receive a pass refund you are then skiing at Mt. Rose as part of an employee benefit. This benefit ceases for employees at the time employment terminates. The only opportunity to purchase a pass at the special rate is in September prior to the start of the winter season. After September, season passes are available for purchase at full price.