



公平僱傭中心有限公司
FAIR EMPLOYMENT
AGENCY LIMITED

Sheung Wan Branch

📍 5/F, Connaught Harbourfront House
35-36 Connaught Road West, Sheung Wan
上環干諾道西35-36號 康諾維港大廈5樓

☎ 3568 6858

🕒 10am - 5pm (closed on Wednesday 星期三休息)

Tsuen Wan Branch

📍 Unit 1, 15/F, Mega Trade Centre
1-6 Mei Wan Street, Tsuen Wan
荃灣美環街1-6號 時貿中心15樓1室

☎ 3611 2997

2022

JANUARY 一月

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 二月

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 三月

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 四月

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 五月

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

JUNE 六月

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 七月

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 八月

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
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28	29	30	31			

SEPTEMBER 九月

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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 十月

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 十一月

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 十二月

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22*	23	24
25*	26	27	28	29	30	31



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- A worker is entitled to not less than 1 rest day in every period of 7 days 外傭每7天期間可享有不少於1天休息日
- Calculation of daily wage 日薪計算方法: Monthly wage 月薪 x12÷365
- A worker, irrespective of his/her length of service, is entitled to the following 13 statutory holidays in 2022:
外傭不論服務年資的長短，於2022年均享有以下13天的法定假日：
 - The first day of January 1月1日
 - Lunar New Year's Day 農曆年初一
 - The second day of Lunar New Year 農曆年初二
 - The third day of Lunar New Year 農曆年初三
 - Ching Ming Festival 清明節
 - Labour Day 勞動節
 - The Birthday of the Buddha 佛誕
 - Tuen Ng Festival 端午節
 - HKSAR Establishment Day 香港特別行政區成立紀念日
 - The day following the Chinese Mid-Autumn Festival 中秋節翌日
 - Chung Yeung Festival 重陽節
 - National Day 國慶日
 - Chinese Winter Solstice Festival or Christmas Day (at the option of the employer) 冬節 或 聖誕節 (由僱主選擇)
- If the worker has been employed continuously by the employer for not less than 3 months immediately preceding a statutory holiday, he/she is entitled to the holiday pay
外傭如在緊接法定假日之前已連續受僱滿3個月，便可享有假日薪酬
- A worker is entitled to annual leave with pay after having been employed by the same employer for every 12 months. His/her entitlement to paid annual leave will increase progressively from 7 days to a maximum of 14 days according to his/her length of service
外傭為同一僱主每工作滿12個月後，便有權享有有薪年假。年假日數會按外傭的受僱年資由7天遞增至最高14天



Answers to your
most commonly
asked questions!
解答您關於聘請
外傭的常見問題!

fairagency.org/answers



Sample Leave Record of Foreign Domestic Worker (FDW)

_____(month)_____(year)

Name of FDW: _____

(i) Rest day(s)

Rest day taken on (date)	Signature of FDW

(ii) Statutory holiday(s)

Statutory holiday taken on (date)	Name of Statutory holiday (please specify)	Signature of FDW

(iii) Paid Annual Leave

Period of annual leave taken (date)		Signature of FDW
From	To	

(iv) Others (e.g. paid sick leave etc.)

Leave taken on (date)	Nature of leave (please specify)	Signature of FDW

This is a sample document for reference only. For more details, please refer to the booklet "Practical Guide for Employment of Foreign Domestic Helpers – what foreign domestic helpers and their employers should know" issued by the Labour Department 此文件只供參考。詳細規定請參閱勞工處「僱用外籍家庭傭工實用指南 - 外籍家庭傭工及其僱主須知」小冊子