



**FAIR  
EMPLOYMENT  
AGENCY**  
**公平僱傭中心**

### Sheung Wan Branch

📍 5/F Connaught Harbourfront House  
35 Connaught Road West, Sheung Wan  
上環干諾道西35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

# 2020

## 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	29

## MARCH 三月

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				

## APRIL 四月

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		

## MAY 五月

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						

## JUNE 六月

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				

## JULY 七月

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	

## AUGUST 八月

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					

## SEPTEMBER 九月

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			

## OCTOBER 十月

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

## NOVEMBER 十一月

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					

## 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		



- A helper 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  $\times 12 \div 365$
- A helper, irrespective of his/her length of service, is entitled to 12 statutory holidays each year:  
外傭不論服務年資的長短，都可享有每年12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
  - 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)
- A helper 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



## Sample Leave Record of Foreign Domestic Helper (FDH)

\_\_\_\_\_(month)\_\_\_\_\_(year)

Name of FDH: \_\_\_\_\_

### (i) Rest day(s)

Rest day taken on (date)	Signature of FDH

### (ii) Statutory holiday(s)

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

### (iii) Paid Annual Leave

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

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

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