



**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