

Wage and Employment Records (For Foreign Domestic Helpers)

Points to note:

- To safeguard your employment rights, please keep your employment-related documents properly. Please also record your wage and employment information comprehensively and clearly.
- If you are not paid your wages (e.g. not in full amount or not on time) or any of your employment rights is infringed, please approach the office of the Labour Department's Labour Relations Division nearby to your place of work for assistance or call the Labour Department 24-hour hotline 2717 1771 (the hotline is handled by "1823") at once.
- For information on your employment rights under the Employment Ordinance and standard employment contract, please refer to the Labour Department's publication "Practical Guide for Employment of Foreign Domestic Helpers - What Foreign Domestic Helpers and Their Employers Should Know" which can be browsed at <http://www.labour.gov.hk>.



Name of employee: _____

Date of commencement of employment: _____

Name of employer: _____

Domestic helper contract no.: _____

	Wage period (received by autopay/ cheque/ cash)	Amount and date of wages received*	Date(s) of rest day(s) taken (No. of days)	Date(s) of statutory holiday(s) taken (No. of days)	Date(s) of other leaves taken, e.g. annual leave, sickness day, maternity leave / paternity leave (No. of days)	Other relevant information (e.g. food allowance)
e.g.	2.3.2017-1.4.2017 (Cash)	HK\$5,347 (1.4.2017)	Sundays (4)	(0)	(0)	Food allowance HK\$1,037
1.	()	HK\$ ()	()	()	()	
2.	()	HK\$ ()	()	()	()	
3.	()	HK\$ ()	()	()	()	
4.	()	HK\$ ()	()	()	()	
5.	()	HK\$ ()	()	()	()	
6.	()	HK\$ ()	()	()	()	
7.	()	HK\$ ()	()	()	()	
8.	()	HK\$ ()	()	()	()	
9.	()	HK\$ ()	()	()	()	
10.	()	HK\$ ()	()	()	()	
11.	()	HK\$ ()	()	()	()	
12.	()	HK\$ ()	()	()	()	

* Including basic wages, food allowance (if no food is provided by the employer, food allowance should be given), statutory holiday pay, annual leave pay, sickness allowance and other related payments.

12 Statutory Holidays:

- An employee, irrespective of his/her length of service, is entitled to statutory holidays.
- An employee having been employed under a continuous contract for three months is entitled to the holiday pay.

1. The first day of January	7. Tuen Ng Festival
2. Lunar New Year's Day	8. HKSAR Establishment Day (1st July)
3. The second day of Lunar New Year	9. The day following the Chinese Mid-Autumn Festival
4. The third day of Lunar New Year	10. Chung Yeung Festival
5. Ching Ming Festival	11. National Day (1st October)
6. Labour Day (1st May)	12. Chinese Winter Solstice Festival or Christmas Day

Enquiry in person to Offices of the Labour Relations Division

HONG KONG

Hong Kong East
12/F, CityPlaza Three,
14 Taikoo Wan Road,
Taikoo Shing, Hong Kong

Hong Kong West
3/F, Western Magistracy Building,
2A Pokfulam Road, Hong Kong

KOWLOON

Kowloon East
UGF, Trade and Industry Tower,
3 Concorde Road,
Kowloon

Kowloon West
Room 1009, 10/F,
Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road,
Sham Shui Po, Kowloon

Kowloon South
2/F, Mongkok Government Offices,
30 Luen Wan Street,
Mongkok, Kowloon

Kwun Tong
6/F, Kowloon East Government Offices,
12 Lei Yue Mun Road,
Kwun Tong, Kowloon

NEW TERRITORIES

Tsuen Wan
5/F, Tsuen Wan Government Offices,
38 Sai Lau Kok Road,
Tsuen Wan, New Territories

Kwai Chung
6/F, Kwai Hing Government Offices,
166-174 Hing Fong Road,
Kwai Chung, New Territories

Tuen Mun
Unit 2, East Wing, 22/F,
Tuen Mun Central Square,
22 Hoi Wing Road,
Tuen Mun, New Territories

Shatin & Tai Po
Rooms 304-313, 3/F,
Sha Tin Government Offices,
1 Sheung Wo Che Road,
Sha Tin, New Territories

	Wage period (received by autopay/ cheque/ cash)	Amount and date of wages received*	Date(s) of rest day(s) taken (No. of days)	Date(s) of statutory holiday(s) taken (No. of days)	Date(s) of other leaves taken, e.g. annual leave, sickness day, maternity leave / paternity leave (No. of days)	Other relevant information (e.g. food allowance)
13.	()	HK\$ ()	()	()	()	
14.	()	HK\$ ()	()	()	()	
15.	()	HK\$ ()	()	()	()	
16.	()	HK\$ ()	()	()	()	
17.	()	HK\$ ()	()	()	()	
18.	()	HK\$ ()	()	()	()	
19.	()	HK\$ ()	()	()	()	
20.	()	HK\$ ()	()	()	()	
21.	()	HK\$ ()	()	()	()	
22.	()	HK\$ ()	()	()	()	
23.	()	HK\$ ()	()	()	()	
24.	()	HK\$ ()	()	()	()	