



NAME OF EMPLOYER: _____

NAME OF EMPLOYEE: _____

AGE: _____ DATE OF BIRTH: _____

PASSPORT / HKID NO. : _____

PHILIPPINES ADDRESS : _____

_____ TEL.: _____

DATE OF HIRED : _____ DATE OF ARRIVAL : _____

2024

Month	Salary	OVERTIME Date Salary	Total Salary	SIGNATURE	DATE	REMARKS
JAN	\$	\$				
FEB	\$	\$				
MAR	\$	\$				
APR	\$	\$				
MAY	\$	\$				
JUN	\$	\$				
JUL	\$	\$				
AUG	\$	\$				
SEPT	\$	\$				
OCT	\$	\$				
NOV	\$	\$				
DEC	\$	\$				

Statutory Holidays for 2024

2024 年的法定假日

1.	JAN 1	The first day of January	元旦日
2.	FEB 10	Lunar New Year's Day	農曆年初一
3.	FEB 12	The third day of Lunar New Year	農曆年初三
4.	FEB 13	The fourth day of Lunar New Year	農曆年初四
5.	APR 4	Ching Ming Festival	清明節
6.	MAY 1	Labour Day	勞動節
7.	MAY 15	The Birthday of the Buddha	佛誕
8.	JUN 10	Tuen Ng Festival	端午節
9.	JUL 1	Hong Kong Special Administrative Region Establishment Day	香港特別行政區成立紀念日
10.	SEP 18	The day following the Chinese Mid-Autumn Festival	中秋節翌日
11.	OCT 1	National Day	國慶日
12.	OCT 11	Chung Yeung Festival	重陽節
13.	DEC 21	Chinese Winter Solstice Festival	冬節
OR	DEC 25	Christmas Day(at the option of the employer)	或聖誕節 (由僱主選擇)
14.	DEC 26	The first weekday after of Christmas Day [^]	聖誕節後第一個周日 [^]

[^] According to the Employment (Amendment) Ordinance 2021, the newly added statutory holiday from 2024 onwards is the first weekday after Christmas Day.
[^] 根據《2021年僱傭(修訂)條例》，2024年起新增的法定假日為聖誕節後第一個周日。

	Date	By Holiday	Holiday Compensated By Salary	Amount (HK\$)	Signature	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

- * The Helper shall be entitled to 14 statutory holidays as above. In a year within the first 3 months of employment, the Helper shall not be entitled the statutory holidays with pay.
- * 僱員可享有十四天勞工法定假期,如服務未滿3個月,僱主無須付予當日薪金.
- * The Helper shall be entitled to 7 days of annual leave with pay after the completion of one year' s service.
- * 僱員服務滿一年,方可享有七天有薪連續假期.
- * All holidays might be changed if have any announcement from The Government of the HKSAR.
- * 所有法定假期如有更改,會跟據香港特別行政區政府的宣佈而定.