



NAME OF EMPLOYER: \_\_\_\_\_

NAME OF EMPLOYEE: \_\_\_\_\_

AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PASSPORT / HKID NO. : \_\_\_\_\_

PHILIPPINES/INDO ADDRESS : \_\_\_\_\_

\_\_\_\_\_ TEL.: \_\_\_\_\_

DATE OF HIRED : \_\_\_\_\_ DATE OF ARRIVAL : \_\_\_\_\_

**2025**

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 2025

## 2025 年的法定假日

	Date	Statutory Holiday		Alternative /Substitute Holiday Date	Signature	Date
1	JAN 1	The first day of January	元旦日			
2	JAN 29	Lunar New Year's Day	農曆年初一			
3	JAN 30	The second day of Lunar New Year	農曆年初二			
4	JAN 31	The third day of Lunar New Year	農曆年初三			
5	APR 4	Ching Ming Festival	清明節			
6	MAY 1	Labour Day	勞動節			
7	MAY 5	The Birthday of the Buddha	佛誕			
8	MAY 31	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	OCT 1	National Day	國慶日			
11	OCT 7	The day following the Chinese Mid-Autumn Festival	中秋節翌日			
12	OCT 29	Chung Yeung Festival	重陽節			
13	DEC 21	Chinese Winter Solstice Festival	冬節			
<b>OR</b>	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			

- \* 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.