



NAME OF EMPLOYER: _____

NAME OF EMPLOYEE: _____

AGE: _____ DATE OF BIRTH: _____

PASSPORT / HKID NO. : _____

PHILIPPINES/INDO ADDRESS : _____

TEL.: _____

DATE OF HIRED : _____ DATE OF ARRIVAL : _____

2026

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 2026

2026 年的法定假日

	Date	Statutory Holiday	Alternative /Substitute Holiday	Signature	Date
1	JAN 1	The first day of January	元旦日		
2	FEB 17	Lunar New Year's Day	農曆年初一		
3	FEB 18	The second day of Lunar New Year	農曆年初二		
4	FEB 19	The third day of Lunar New Year	農曆年初三		
5	APR 5	Ching Ming Festival	清明節		
6	APR 6	Easter Monday ▲	復活節星期一 ▲		
7	MAY 1	Labour Day	勞動節		
8	MAY 24	The Birthday of the Buddha	佛誕		
9	JUN 19	Tuen Ng Festival	端午節		
10	JUL 1	Hong Kong Special Administrative Region Establishment Day	香港特別行政區成立紀念日		
11	SEP 26	The day following the Chinese Mid-Autumn Festival	中秋節翌日		
12	OCT 1	National Day	國慶日		
13	OCT 18	Chung Yeung Festival	重陽節		
14	DEC 22	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)		
15	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, Easter Monday is the newly added statutory holiday from 2026 onwards. 根據《2021年僱傭（修訂）條例》，2026 年起新增復活節星期一為法定假日。

- * The Helper should be entitled to 15 statutory holidays as above. In a year within the first 3 months of employment, the Helper shall not be entitled to the statutory holidays with pay.
- * 僱員可享有十五天勞工法定假期,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。