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

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

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

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

PHILIPPINES ADDRESS : \_\_\_\_\_

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

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

## 2021

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 2021 2021 年的法定假日

1.	JAN 1	The first day of January	元旦
2.	FEB 12	Lunar New Year' s Day	農曆年初一
3.	FEB 13	The second day of Lunar New Year	農曆年初二
4.	FEB 15	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.	JUN 14	Tuen Ng Festival	端午節
8.	JUL 1	Hong Kong Special Administrative Region Establishment Day	香港特別行政區成立紀念日
9.	SEP 22	The day following the Chinese Mid-Autumn Festival	中秋節翌日
10.	OCT 1	National Day	國慶日
11.	OCT 14	Chung Yeung Festival	重陽節
12.	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）

	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 12 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.
- \* 僱員可享有十二天勞工法定假期,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.
- \* 所有法定假期如有天改,會跟據香港特別行政區政府的宣佈而定.