

Sample Leave Record of Foreign Domestic Helper (FDH)

_____ (month) _____ (year)

Name of FDH: _____

(I) Rest day(s) ^{Note 1}

Rest day taken on (date)	Signature of FDH

(II) Statutory holiday(s) ^{Note 2}

Statutory holiday taken on (date)	Name of statutory holiday (Please specify)	Signature of FDH

(III) Paid annual leave ^{Note 3}

Period of annual leave taken (dates)		Signature of FDH
From	To	

(IV) Others (e.g. paid sick leave, etc.)

Leave taken on (date)	Nature of leave (Please specify)	Signature of FDH

Note 1: An FDH is entitled to not less than 1 rest day in every period of 7 days. Please refer to the booklet “Practical Guide for Employment of Foreign Domestic Helpers – What foreign domestic helpers and their employers should know” for details.

Note 2: An FDH, irrespective of his/her length of service, is entitled to 12 statutory holidays each year, namely :

The first day of January (1 January)	Ching Ming Festival	The day following the Chinese Mid-autumn Festival
Lunar New Year's Day	Labour Day (1st May)	Chung Yeung Festival
The second day of Lunar New Year	Tuen Ng Festival	National Day (1st October)
The third day of Lunar New Year	Hong Kong Special Administrative Region Establishment Day (1st July)	Chinese Winter Solstice Festival or Christmas Day (at the option of the employer)

Please refer to the booklet "Practical Guide for Employment of Foreign Domestic Helpers – What foreign domestic helpers and their employers should know" for details.

Note 3: An FDH is entitled to annual leave with pay after having been employed by the same employer for every 12 months. An FDH's entitlement to paid annual leave will increase progressively from 7 days to a maximum of 14 days according to his/her length of service. Please refer to the booklet "Practical Guide for Employment of Foreign Domestic Helpers – What foreign domestic helpers and their employers should know" for details.

Note 4: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.