

外籍傭工在香港薪酬支付表 Domestic Helper Salary Receipt

僱主姓名 Name of Employer: \_\_\_\_\_ 護照號碼 Passport No. \_\_\_\_\_  
外傭姓名 Name of Helper: \_\_\_\_\_ 身份證號碼 HKID No. \_\_\_\_\_  
外傭到港日期 Date of Arrival: \_\_\_\_\_

Month 期數	Period 月份	Salary 薪金	Statutory Holiday 法定假期	Day Off 休息日	Total Payment 總收薪酬	FDH's Signature 外傭簽名
1		HK\$_____			HK\$_____	
2		HK\$_____			HK\$_____	
3		HK\$_____			HK\$_____	
4		HK\$_____			HK\$_____	
5		HK\$_____			HK\$_____	
6		HK\$_____			HK\$_____	
7		HK\$_____			HK\$_____	
8		HK\$_____			HK\$_____	
9		HK\$_____			HK\$_____	
10		HK\$_____			HK\$_____	
11		HK\$_____			HK\$_____	
12		HK\$_____			HK\$_____	
13		HK\$_____			HK\$_____	
14		HK\$_____			HK\$_____	
15		HK\$_____			HK\$_____	
16		HK\$_____			HK\$_____	
17		HK\$_____			HK\$_____	
18		HK\$_____			HK\$_____	
19		HK\$_____			HK\$_____	
20		HK\$_____			HK\$_____	
21		HK\$_____			HK\$_____	
22		HK\$_____			HK\$_____	
23		HK\$_____			HK\$_____	
24		HK\$_____			HK\$_____	

日薪計算 = 月薪 x 12 個月 / 365 天      Daily Wages = Monthly Wage x 12 Months / 365 days  
Sample: HK\$4,870 x 12 / 365 = HK\$160.11 per day  
          HK\$4,990 x 12 / 365 = HK\$164.05 per day

# 外傭僱主注意事項

## Notes to FDH Employer

### 1. 支付傭工工資 Payment of wages

- a. 僱主可以透過現金、支票或自動轉賬方式支付每月工資給傭工。  
Employer is advised to pay wages by cash, cheque or autopayment to your FDH.
- b. 僱主須保留支付工資的紀錄，並要求傭工簽署確認已收到款項。  
Employers should keep records of wage payments and ask your FDH to acknowledge receipt of the amount.

### 2. 休息日, 法定假日及有薪年假 Rest Days, Holidays and Leave

休息日 Rest Days	每7天期間給予外傭不少於 1 天休息日，休息日是連續不少於 24 小時的期間。 Employers should grant their FDHs not less than one rest day in every period of seven days. A rest day is a continuous period of not less than 24 hours.
法定假日 Statutory Holidays	僱主每年須給予外傭共 13 天的法定假日。在任何情況下，僱主不得以款項代替發放法定假日給外傭。 Employers must grant their FDHs a total of 13 statutory holidays in a year. Under no circumstances shall employers make any form of payment to their FDHs in lieu of granting a statutory holiday.
有薪年假 Paid Annual Leave	外傭工作每滿 12 個月，僱主便須給予他／她有薪年假。年假日數按外傭的受僱年資由 7 天遞增至最高 14 天。 Employers must grant their FDHs paid annual leave for every 12 months that the FDHs have been employed. Entitlement to paid annual leave increases progressively from 7 days to a maximum of 14 days according to an FDH's length of service.

合約期 (2年) No. of Contracts	服務年期 Years of Service	每年可享有的有薪年假日數 Annual Leave Entitlements
第一份合約 1 <sup>st</sup> Contract	1	7
	2	7
第二份合約 2 <sup>nd</sup> Contract	3	8
	4	9
第三份合約 3 <sup>rd</sup> Contract	5	10
	6	11
第四份合約 4 <sup>th</sup> Contract	7	12
	8	13
第五份合約 5 <sup>th</sup> Contract	9或以上 (9 or above)	14
		14

### 注意 Remarks

每份合約包含來回機票，無論僱主在本地或海外聘請外傭，僱主都必需要提供來回機票。

Employer must grant their FDHs round-trip air ticket every employment contract, whether hiring from overseas or local in Hong Kong.

### ❖ 聘請海外外傭 Hiring Overseas Domestic Helper

一般僱主透過外傭中介申辦外傭來港工作時已經包括一程來港機票，僱主需要在外傭完約或終止合約時提供回程機票。  
In general, one-way air ticket is included in the processing fee when applies for FDHs through Employment Agency. Employer shall grant their FDHs return ticket when the FDHs finishes the contract or upon termination of contract.

### ❖ 聘請本地外傭 (完約外傭 / 續約) Hiring from Local (Finish Contract FDHs or Contract Renewal)

外傭完約或終止合約時僱主都需提供來回機票

Employer shall grant their FDHs round-trip ticket when the FDHs finishes the contract or upon termination of contract.

## 2024 年的法定假日(勞工假) Statutory Holidays for 2024

	Holiday 假期	Date 日期	Helper's Off Date 放假日	Helper Signature 外傭簽名
1.	一月一日 The first day of January	01 January, 2024 (Monday)		
2.	農曆年初一 The second day of Lunar New Year	10 February, 2024 (Saturday)		
3.	農曆年初三 The third day of Lunar New Year	12 February, 2024 (Monday)		
4.	農曆年初四 The fourth day of Lunar New Year	13 February, 2024 (Tuesday)		
5.	清明節 Ching Ming Festival	04 April, 2024 (Thursday)		
6.	勞動節 Labour Day	01 May, 2024 (Wednesday)		
7.	佛誕 The Birthday of the Buddha	15 May, 2024 (Wednesday)		
8.	端午節 Tuen Ng Festival	10 June, 2024 (Monday)		
9.	香港特別行政區成立紀念日 HKSAR Establishment Day	01 July, 2024 (Monday)		
10.	中秋節翌日 The day following the Chinese Mid-Autumn Festival	18 September, 2024 (Wednesday)		
11.	國慶日 National Day	01 October, 2024 (Tuesday)		
12.	重陽節 Chung Yeung Festival	11 October, 2024 (Friday)		
13.	冬節或聖誕節 (由僱主選擇) Chinese Winter Solstice Festival or Christmas Day (at the option of the employer)	21 December, 2024 (Saturday) or 25 December 2024 (Wednesday)		
14.	聖誕節後第一個周日* The first weekday after Christmas Day	26 December, 2024 (Thursday)		

- (i) 根據《僱傭條例》，當農曆年初一、年初二或年初三適逢星期日時，會以農曆年初四替代成為法定假日；而當中秋節翌日適逢星期日時，則以中秋節翌日之後的第一日（即農曆八月十七日）替代成為法定假日。由於 2024 年的農曆年初二適逢星期日，因此有關的法定假日會改為農曆年初四。

According to the Employment Ordinance, when either Lunar New Year's Day, the second day of the Lunar New Year or the third day of the Lunar New Year falls on a Sunday, the fourth day of the Lunar New Year is designated as a statutory holiday in substitution; and in the event that the day following the Chinese Mid-Autumn Festival falls on a Sunday, the day thereafter (i.e. the 17th day of the eighth month of the lunar calendar) is designated as a statutory holiday in substitution. As the second day of Lunar New Year of 2024 falls on a Sunday, the fourth day of Lunar New Year will be designated as a statutory holiday.

- (ii) 任何僱員，都可享有上述法定假日，如法定假日適逢僱員的休息日，應於休息日翌日補假。該補假須並非法定假日、另定假日、代替假日或休息日的日子。如僱員已按連續性合約受僱滿 3 個月，便可享有假日薪酬，款項相等於僱員於假日前 12 個月的每日平均工資。All employees are entitled to the above statutory holidays. If the statutory holiday falls on a rest day, a holiday should be granted on the day following the rest day which is not a statutory holiday or an alternative holiday or a substituted holiday or a rest day. An employee having been employed under a continuous contract for not less than 3 months is entitled to the holiday pay which is equivalent to the daily average wages earned by the employee in the 12-month period preceding the holiday.

- (iii) \*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。

According to the Employment (Amendment) Ordinance 2021, the newly added statutory holiday from 2024 onwards is the first weekday after Christmas Day.

# 2025 年的法定假日(勞工假) Statutory Holidays for 2025

	Holiday 假期	Date 日期	Helper's Off Date 放假日	Helper's Signature 外傭簽名
1.	一月一日 The first day of January	January 01, 2025 (Wednesday)		
2.	農曆年初一 Lunar New Year's Day	January 29, 2025 (Wednesday)		
3.	農曆年初二 The second day of Lunar New Year	January 30, 2025 (Thursday)		
4.	農曆年初三 The third day of Lunar New Year	January 31, 2025 (Friday)		
5.	清明節 Ching Ming Festival	April 04, 2025 (Friday)		
6.	勞動節 Labour Day	May 01, 2025 (Thursday)		
7.	佛誕 The Birthday of the Buddha	May 05, 2025 (Monday)		
8.	端午節 Tuen Ng Festival	May 31, 2025 (Saturday)		
9.	香港特別行政區成立紀念日 HKSAR Establishment Day	July 01, 2025 (Tuesday)		
10.	國慶日 National Day	October 01, 2025 (Wednesday)		
11.	中秋節翌日 The day following the Chinese Mid-Autumn Festival	October 07, 2025 (Tuesday)		
12.	重陽節 Chung Yeung Festival	October 29, 2025 (Wednesday)		
13.	冬節或聖誕節 (由僱主選擇) Chinese Winter Solstice Festival or Christmas Day (at the option of the employer)	December 21, 2025 (Sunday) or December 25, 2025 (Thursday)		
14.	聖誕節後第一個周日 The first weekday after Christmas Day	December 26, 2025 (Friday)		

**請注意:**

任何僱員，都可享有上述法定假日，如法定假日適逢僱員的休息日，應於休息日翌日補假。該補假須並非法定假日、另定假日、代替假日或休息日的日子。如僱員已按連續性合約受僱滿 3 個月，便可享有假日薪酬，款項相等於僱員於假日前 12 個月的每日平均工資。

**Please note:**

All employees are entitled to the above statutory holidays. If the statutory holiday falls on a rest day, a holiday should be granted on the day following the rest day which is not a statutory holiday or an alternative holiday or a substituted holiday or a rest day. An employee having been employed under a continuous contract for not less than 3 months is entitled to the holiday pay which is equivalent to the average daily wages earned by the employee in the 12-month period preceding the holiday.

參考例子：

某僱員的休息日是星期日，其僱主選擇以冬節（即 12 月 21 日）為法定假日。由於冬節適逢星期日，僱主應於翌日補假（即 12 月 22 日），但這日須並非法定假日、另定假日、代替假日或休息日的日子。

Reference Sample:

An employee is granted rest days on Sundays and his/ her employer chooses the Chinese Winter Solstice Festival (21 December) as statutory holiday. As the Chinese Winter Solstice Festival falls on Sunday, the employer should grant a holiday on the next day (i.e. 22 December), but this day should not be a statutory holiday or an alternative holiday or a substituted holiday or a rest day.