

僱用外籍女傭注意事項

Employment of Foreign Domestic Helper

- 1) 僱主不能攜帶女傭到店舖或公司工作,女傭只能處理家庭工作。

Employer cannot request his/her helper to work in a shop in company. The helper shall only be required domestic duties for the employer.

- 2) 在僱用期內,僱主必需替女傭購買一份勞工保險/勞工連同醫療保險。

During the employment period employer is required to buy an employee's compensation insurance/comprehensive insurance for his/her helper.

- 3) 僱主需提供妥當住宿安排及足夠食物予僱用之女傭。

Employer should provide suitable accommodation and sufficient food for his/her helper.

- 4) 如女傭未滿兩年合約而被終止或服務滿兩年合約後,僱主必需提供女傭要回國車資及回程機票,並帶返予本公司職員以辦妥有關離職之手續。

Upon termination or expiry of the employment contract, employer should provide free passage and return ticket to the origin place of his/her helper. Employer should also bring the helper back to our company to deal with all termination procedure.

- 5) 支付女傭薪金注意事項如下: Payment of wages:

a)每月出糧最好以支票方式支付,並抬頭寫上女傭之姓名,糧單要注明支票號碼。遞交支票予女傭時,並要求女傭簽回糧單。

Employer is advised to pay wages by cheque and make payable to his/her name. The cheque number should be remarked on the receipt. When you give the cheque to helper, you should request the helper to acknowledge receipt of the amount is the receipt.

b)僱主必需給傭工每星期一天有薪假期,如女傭做滿三個月,則享有法定假期,如服務滿一年則享有七天有薪假期,有薪年假日期數可按年資遞增至上限十四天,詳情如下:

Employer should provide at least one rest day in every period of seven days for the helper. If the helper has been employed continuously by the employer for three months preceding any of these holidays, she is entitlement to paid annual leave will increase progressively from seven days to maximum of 14 days according to the length of service as follows:

法定假期(勞工處) Statutory Holidays (Labour Dept.)	
1.	一月一日 The first days of January
2.	農曆年初一 The first days of Lunar New Year
3.	農曆年初二 The second day of Lunar New Year
4.	農曆年初三 The third days of Lunar New Year
5.	清明節 Ching Ming Festival
6.	勞動節 Labour Day, being the first of May
7.	端午節 Tuen Ng Festival
8.	特別行政區成立日 Hong Kong special Administrative Region Establishment Day, being the first day of July
9.	中秋節翌日 The day following the Chinese Mid-Autumn Festival
10.	國慶日 National Day, being the day of October
11.	重陽節 Chung Yeung Festival
12.	冬至或聖誕節(可由僱主選定) Chinese Winter Solstice Festival or Christmas Day (at the option of the employer)

According to the Employment Ordinance, if the day following the Chinese Mid-Autumn Festival falls on a Sunday, than the day of Chinese Mid-Autumn Festival Day shall be a statutory holiday

年資 Year of Service	年假日數 Annual Leave Entitlements	年資 Year Of Service	年假日數 Annual Leave Entitlements
1	7	6	11
2	7	7	12
3	8	8	13
4	9	9 或以上(9 of above)	14(上限 Upper Limit)
5	10		