每月例假紀錄表
Record for Monthly Holidays

僱主姓名 (Name of Employer) _____ Date of employment: _____

僱工姓名 (Name of Maid) _____ HKID / Passport No.: _____

月份 Monthly	每月例假 Monthly Holiday	僱工簽名 Signature of Maid	備註 Remarks
一月 January			
二月 February			
三月 March			
四月 April			
五月 May			
六月 June			
七月 July			
八月 August			
九月 September			
十月 October			
十一月 November			
十二月 December			

月份	每月例假	僱工簽名	備註
一月 January			
二月 February			
三月 March			
四月 April			
五月 May			
六月 June			
七月 July			
八月 August			
九月 September			
十月 October			
十一月 November			
十二月 December			

法定假期放假紀錄表
Record for Released Statutory Holiday

| 僱主姓名 (Name of Employer) | | 0 Date of employment: | |
| 僱工姓名 (Name of Maid) | | 0 HKID / Passport No.: | |

假期名稱 Name of Holiday	放假日期 Holiday Off Date	僱工簽名 Signature of Maid	備註 Remarks
西曆一月一日 First of January	/ /		
農曆年初一 Lunar New Year's Day	/ /		
農曆年初二 The second of Lunar Year's Day	/ /		
農曆年初三 The third of Lunar Year's Day	/ /		
清明節 Ching Ming Festival	/ /		
勞動節 Labour Day	/ /		
端午節 Dragon Boat Festival	/ /		
回歸慶祝日 SAR Establishment Day	/ /		
國慶日 National Day	/ /		
中秋節翌日 The day following the Chinese Mid-Autumn Festival	/ /		
重陽節 Chung Yeung Festival	/ /		
* 冬節或聖誕節 (由僱主決定) * Chinese Winter Solstice Festival or Christmas Day (at the option of the employer)	/ /		
西曆一月一日 First of January	/ /		
農曆年初一 Lunar New Year's Day	/ /		
農曆年初二 The second of Lunar Year's Day	/ /		
農曆年初三 The third of Lunar Year's Day	/ /		
清明節 Ching Ming Festival	/ /		
勞動節 Labour Day	/ /		
端午節 Dragon Boat Festival	/ /		
回歸慶祝日 SAR Establishment Day	/ /		
國慶日 National Day	/ /		
中秋節翌日 The day following the Chinese Mid-Autumn Festival	/ /		
重陽節 Chung Yeung Festival	/ /		
* 冬節或聖誕節 (由僱主決定) * Chinese Winter Solstice Festival or Christmas Day (at the option of the employer)	/ /		

傭工薪金簽據
Salary Receipt

傭主姓名 (Name of Employer) _____   Date of employment: _____

傭工姓名 (Name of Maid) _____   HKID / Passport No.: _____

薪金期 Period of Salary			薪金總數 Total Amount	傭工簽收 Maid's Signature	簽收日期 Date of Receive	備註 Remarks
/ /	to	/ /	HK$		/ /	
/ /	to	/ /	HK$		/ /	
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/ /	to	/ /	HK$		/ /	
/ /	to	/ /	HK$		/ /	
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