



Termination of Employment Contract

Either party may terminate the employment contract by giving **one month's notice or one month's payment in lieu of notice** to the other party.

Termination payments may include:

- * outstanding wages;
- * payment in lieu of notice, if any;
- * payment in lieu of any untaken annual leave;
- * long service payment/severance payment, where appropriate; and
- * any other sum under the employment contract, e.g. free return passage, food and traveling allowance, etc.



Severance Payment

A foreign domestic helper is entitled to severance payment if he/she:

- * has **not less than 24 months of service** with the same employer prior to the termination; and
- * is dismissed or the contract is not being renewed by reason of redundancy.



Long Service Payment

A foreign domestic helper is entitled to long service payment if he/she has **no less than 5 years of service** with the same employer prior to the termination and:

- * is dismissed or the contract is not being renewed by reason other than serious misconduct or redundancy;
- * resigns on ground of ill health;
- * resigns on ground of old age (i.e. aged 65 or above); or
- * dies in service.

Amount of Severance Payment or Long Service Payment



Monthly wages × 2/3 × years of service

Service of an incomplete year should be calculated on a pro rata basis.

A foreign domestic helper is only entitled to either severance payment or long service payment.

The above information sets out only the highlights of the major statutory and contractual provisions with which foreign domestic helpers are commonly concerned.

For details of the employment rights and benefits of foreign domestic helpers, please refer to the "Practical Guide for Employment of Foreign Domestic Helpers" or "A Concise Guide to the Employment Ordinance" which are available at the branch offices of the Labour Relations Division of the Labour Department.



Enquiry Hotline (the hotline is handled by "1823")

2717 1771
2157 9537 (Dedicated hotline for FDHs)



Homepage Address



www.labour.gov.hk www.fdh.labour.gov.hk

Enquiry in person to Offices of the Labour Relations Division

HONG KONG	
Hong Kong East 12/F., 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.	Hong Kong West 3/F., Western Magistracy Building, 2A Pokfulam Road, Hong Kong.
KOWLOON	
Kowloon South 2/F., Mongkok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon.	Kowloon West Room 1009, 10/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon.
Kowloon East UGF, Trade and Industry Tower, 3 Concorde Road, Kowloon.	Kwun Tong Units 801-806, 8/F., Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon.
NEW TERRITORIES	
Sha Tin & Tai Po Rooms 304-313, 3/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.	Kwai Chung 6/F., Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, New Territories.
Tsuen Wan 5/F., Tsuen Wan Government Offices, 38 Sau Lau Kok Road, Tsuen Wan, New Territories.	Tuen Mun Unit 2, East Wing, 22/F., Tuen Mun Central Square, 22 Hoi Wing Road, Tuen Mun, New Territories.

The addresses of the relevant offices are subject to changes. For latest details, please visit the web page www.labour.gov.hk/eng/tele/lr1.htm



Dedicated email account for matters on FDHs:
fdh-enquiry@labour.gov.hk

Foreign Domestic Helpers Rights and Protection under the Employment Ordinance



勞工處
Labour Department



Standard Employment Contract for Foreign Domestic Helpers

The Standard Employment Contract specifies the terms and conditions of employment of a foreign domestic helper in Hong Kong. **It is the only piece of document recognised** by the Government of the Hong Kong Special Administrative Region for the purpose of employing foreign domestic helpers.

Under the Standard Employment Contract, helpers are entitled to:

- * A Minimum Allowable Wage (Clause 5(a) of the contract)
- * Food allowance if no food is provided by the employer (Clause 5(b))
- * Free accommodation (Clause 5(b))
- * Free passage to and from their place of origin (Clause 7(a))
- * Free medical treatment, including medical consultation, maintenance in hospital and emergency dental treatment (Clause 9(a))
- * Paid or unpaid home leave with cost of passage at the expense of the employer (Clause 13)

Minimum Allowable Wage

Employers must pay foreign domestic helpers a salary no less than the prevailing Minimum Allowable Wage at the time of signing the contract.



Payment of Wages

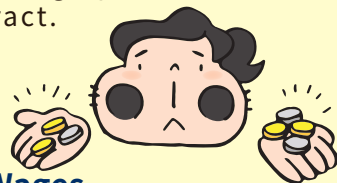
Wages should be paid **not later than 7 days** after the end of the wage period or date of termination of contract.



Underpayment of Wages

If wages received are less than that stipulated in the employment contract, the foreign domestic helper should:

- * clarify the correct amount with the employer;
- * not acknowledge receipt of wages which has not been paid; and
- * in case of underpayment, report to the Labour Department as soon as possible.



Deduction of Wages

Deduction of wages is prohibited except:

- * due to damage to or loss of employer's goods or property attributable to the negligence or default of the foreign domestic helper. **The amount deducted in each case shall not exceed HK\$300;**
- * absence from work not exceeding a sum proportionate to the period of absence;
- * recovery of advance or over-payment of wages; and
- * recovery of loan made to the helper with the helper's written consent, etc.

Total deductions, excluding those for absence from work, must not exceed one half of the wages payable in that wage period.



Rest Days

A foreign domestic helper:

- * should have at least **1 rest day** in every period of 7 days; and
- * may work voluntarily on a rest day.

An employer must not compel a helper to work on a rest day.



Statutory Holidays

A foreign domestic helper is entitled to:

- * **statutory holidays;** and
- * holiday pay if he/she has already been employed for 3 months preceding any of the statutory holidays.

Payment in lieu of granting a statutory holiday is not permitted.



If a statutory holiday falls on a rest day, a holiday should be granted on the day following the rest day.

An alternative holiday should be arranged within **60** days before or after the statutory holiday if the helper is required to work on the holiday.



Annual Leave



A foreign domestic helper is entitled to paid annual leave after serving every period of 12 months with the same employer at the following rate:

- * 7 days each for the first and second year of service; and
- * starting from the third year, the number increases by 1 day per year up to a maximum of 14 days.

Sickness Allowance

A foreign domestic helper is entitled to sickness allowance if he/she:

- * has accumulated the number of paid sickness days;
- * the sick leave taken is not less than 4 consecutive days; and
- * the sick leave is supported by an appropriate medical certificate.

The daily rate of sickness allowance is a sum equivalent to four-fifths of the average daily wages of the helper.



Maternity Leave

A foreign domestic helper is eligible for 14 weeks' maternity leave if she has given the employer notice of pregnancy and her intention to take maternity leave. She is entitled to maternity leave pay at the daily rate of four-fifths of her average daily wages if she meets relevant criteria.

An employer is prohibited from dismissing a helper who is pregnant, on maternity leave or paid sick leave, except in the case of the employee's serious misconduct.