Points to Note for Employers

If you employ a foreign domestic helper (FDH), please take some time to go through this leaflet in order to understand your major responsibilities under labor regulations and the Employment Standard Contract ("the Contract"). It is also provided some useful tips that can help you maintain harmonious labor relations with your FDH and ensure a harmonious work environment.

Employers’ Responsibilities under the Standard Employment Contract

You should sign the Standard Employment Contract (SEC) before your FDH starts work. Here are some key parts of the SEC with some useful tips on how to use them.

1. Pay your FDH’s wages in accordance with the salary specified in the SEC. You should count the number of days that your FDH is absent from work or the number of days that your FDH is on leave, and pay the wages accordingly.
2. Provide your FDH with free access to your home, kitchen, and bathroom. If your FDH is absent from work or the number of days that your FDH is on leave, and pay the wages accordingly.
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Wages

FDHs must not receive less than the minimum wage for domestic helpers. You may deduct wages from your FDH’s salary to cover costs such as food, transportation, and any other legitimate expenses.

Enquiries to: LA Department:

Employment Standards

Website: www.lab.gov.mo

Enquiries: 2224 1567

Enquiries: 2224 1567

2024 1567

Jan 2019

Holidays

1. Grant your FDH 10 days of paid annual leave.
2. Grant your FDH 12 days of paid annual leave.
3. Grant your FDH 14 days of paid annual leave.
4. Grant your FDH 16 days of paid annual leave.
5. Grant your FDH 18 days of paid annual leave.
6. Grant your FDH 20 days of paid annual leave.
7. Grant your FDH 22 days of paid annual leave.
8. Grant your FDH 24 days of paid annual leave.
9. Grant your FDH 26 days of paid annual leave.
10. Grant your FDH 28 days of paid annual leave.
11. Grant your FDH 30 days of paid annual leave.
12. Grant your FDH 32 days of paid annual leave.

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Sickness Allowance

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Maturity Protection and Maternity Leave

- Where the female employee is over 18 years old, the contract of employment is terminated.
- The female employee is entitled to 12 weeks' maternity leave.
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Termination of Employment Contract

- At the discretion of the employer, the employee may be terminated for cause or without cause.
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Severance Payment and Long Service Payment

- The severance payment is calculated as follows:
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Employers’ Responsibilities under the Employees’ Compensation Ordinance

- Employers must ensure that employees are covered under the Employees’ Compensation Ordinance (Cap. 357).
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Points to Note for Employers on Safety and Health Matters

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Penalties

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Note: The above information is intended to be a guideline and does not replace the need for employers to consult the relevant ordinances and codes for specific requirements.