

Sample Leave Record of Foreign Domestic Helper (FDH)

_____ (month) _____ (year)

Name of FDH: _____

(I) Rest day(s) ^{Note 1}

| Rest day taken on (date) | Signature of FDH |
|--------------------------|------------------|
| | |
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| | |

(II) Statutory holiday(s) ^{Note 2}

| Statutory holiday taken on (date) | Name of statutory holiday (Please specify) | Signature of FDH |
|-----------------------------------|--|------------------|
| | | |
| | | |
| | | |

(III) Paid annual leave ^{Note 3}

| Period of annual leave taken (dates) | | Signature of FDH |
|--------------------------------------|----|------------------|
| From | To | |
| | | |
| | | |
| | | |
| | | |

(IV) Others (e.g. paid sick leave, etc.)

| Leave taken on (date) | Nature of leave (Please specify) | Signature of FDH |
|-----------------------|----------------------------------|------------------|
| | | |
| | | |
| | | |

Note 1: An FDH is entitled to not less than 1 rest day in every period of 7 days. Please refer to the booklet “Practical Guide for Employment of Foreign Domestic Helpers – What foreign domestic helpers and their employers should know” for details.

Note 2: An FDH, irrespective of his/her length of service, is entitled to statutory holidays. Please refer to the booklet “Practical Guide for Employment of Foreign Domestic Helpers – What foreign domestic helpers and their employers should know” for details.

Note 3: An FDH is entitled to annual leave with pay after having been employed by the same employer for every 12 months. An FDH’s entitlement to paid annual leave will increase progressively from 7 days to a maximum of 14 days according to his/her length of service. Please refer to the booklet “Practical Guide for Employment of Foreign Domestic Helpers – What foreign domestic helpers and their employers should know” for details.

Note 4: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.