

# Sample Employment Contract

This contract of employment is entered into between \_\_\_\_\_ (hereinafter referred to as 'Employer') and \_\_\_\_\_ (hereinafter referred to as 'Employee') on \_\_\_\_\_ under the terms and conditions of employment below :

- 1. Commencement of Employment †** Effective from \_\_\_\_\_  
☐ until either party terminates the contract.  
☐ for a fixed term contract for a period of \_\_\_\_\_ \* *day(s) / week(s) / month(s) / year(s)*, ending on \_\_\_\_\_.
- 2. Probation Period †** ☐ No ☐ Yes \_\_\_\_\_ \* *day(s) / week(s) / month(s)*
- 3. Position and Section Employed** \_\_\_\_\_
- 4. Place of Work** \_\_\_\_\_
- 5. Working Hours †** ☐ Fixed, at \_\_\_\_\_ days per week, \_\_\_\_\_ hours per day  
from \_\_\_\_\_ \**am/pm* to \_\_\_\_\_ \**am/pm*  
and \_\_\_\_\_ \**am/pm* to \_\_\_\_\_ \**am/pm*  
☐ Shift work required, \_\_\_\_\_ hours per day  
from \_\_\_\_\_ \**am/pm* to \_\_\_\_\_ \**am/pm*  
and \_\_\_\_\_ \**am/pm* to \_\_\_\_\_ \**am/pm*  
☐ Shift work required, at \_\_\_\_\_ working day(s) per \**week/ month*, totalling \_\_\_\_\_ hour(s).  
☐ Others \_\_\_\_\_  
(details of working hours arrangement, total working hours, etc.)
- 6. Meal Break †** ☐ Fixed, from \_\_\_\_\_ \**am/pm* to \_\_\_\_\_ \**am/pm*, \**with / without* pay  
☐ Not-fixed, at \_\_\_\_\_ \**minutes/hour(s)* per day, \**with / without* pay  
Meal break \**is/ is not* counted as working hour(s).
- 7. Rest Days †** ☐ On every \_\_\_\_\_, \**with / without* pay  
☐ On rotation, \_\_\_\_\_ day(s) per \**week/month*, \**with / without* pay  
(The employee is entitled to not less than 1 rest day in every period of 7 days)
- 8. Wages**  
**(a) wage rate †** Basic wages of \$ \_\_\_\_\_ per \* *hour / day / week / month*;  
plus the following allowance(s) :  
☐ Meal allowance of \$ \_\_\_\_\_ per \* *day / week / month*  
☐ Travelling allowance of \$ \_\_\_\_\_ per \* *day / week / month*  
☐ Attendance allowance of \$ \_\_\_\_\_ (amount)  
\_\_\_\_\_  
\_\_\_\_\_  
(details of payment criteria, calculation method, etc.)  
☐ Others (e.g. commission, tips) \$ \_\_\_\_\_ (amount)  
\_\_\_\_\_  
(details of payment criteria, calculation method, date of payment, etc.)

† Please put a "✓" in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate

**(b) payment of wages & wage period(s) †**

- ☐ Every month, on \_\_\_\_\_ day of the month  
for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of *\*the month/ the following month*.
- ☐ Twice monthly, payable on
- (i) \_\_\_\_\_ day of *\*the month / the following month*  
for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of *\*the month/ the following month*.
- (ii) \_\_\_\_\_ day of *\*the month / the following month*  
for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of *\*the month/ the following month*.
- ☐ Once for every \_\_\_\_\_ *\*day(s)/week(s)*  
for wage period from \_\_\_\_\_ to \_\_\_\_\_.

**9. Overtime Compensation †**

- ☐ Compensated by overtime pay:
- ☐ At the rate of \$ \_\_\_\_\_ per hour
- ☐ At the rate according to *\*normal wages /* \_\_\_\_\_ *% of normal wages*
- ☐ Others \_\_\_\_\_  
(details of payment criteria, calculation method, etc.)
- ☐ Compensated by time-off in lieu: \_\_\_\_\_  
\_\_\_\_\_  
(details of granting criteria, calculation method, etc.)

**10. Holidays †**

- The Employee is entitled to:
- ☐ statutory holidays as specified in the Employment Ordinance
- ☐ public holidays
- ☐ plus other holidays (please specify) \_\_\_\_\_

**11. Paid Annual Leave †**

- ☐ The Employee is entitled to paid annual leave according to the provisions of the Employment Ordinance (ranging from 7 to 14 days depending on the Employee's length of service).
- ☐ The Employee is entitled to the following paid annual leave according to the rules of the employer (please specify) \_\_\_\_\_

**12. Maternity Benefits †**

- ☐ The Employee is entitled to maternity leave and maternity leave pay according to the provisions of the Employment Ordinance.
- ☐ The Employee is entitled to the following maternity leave and maternity leave pay according to the rules of the employer (please specify) \_\_\_\_\_

**13. Paternity Benefits †**

- ☐ The Employee is entitled to paternity leave and paternity leave pay according to the provisions of the Employment Ordinance.
- ☐ The Employee is entitled to the following paternity leave and paternity leave pay according to the rules of the employer (please specify) \_\_\_\_\_

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- 14. Sickness Allowance †**
- ☐ The Employee is entitled to sickness allowance according to the provisions of the Employment Ordinance.
- ☐ The Employee is entitled to sickness allowance according to the rules of the employer under the following circumstances:
- If the number of sickness days taken is \_\_\_\_\_ day(s) or below, an appropriate medical certificate in support of the sick leave *\*is /is not* required.
  - If the number of sickness days taken is \_\_\_\_\_ day(s) or more, an appropriate medical certificate in support of the sick leave is required
- ☐ Others (please specify) \_\_\_\_\_
- 15. Termination of Employment Contract**
- A notice period of \_\_\_\_\_ \* day(s) /week(s)/ month(s) or an equivalent amount of payment in lieu of notice (notice period not less than 7 days).  
During the probation period (if applicable) :
- within the first month : without notice or payment in lieu of notice
  - after the first month : a notice period of \_\_\_\_\_ \* day(s)/ week(s)/ month(s) or an equivalent amount of payment in lieu of notice (notice period not less than 7 days).
- 16. End of Year Payment †**
- An amount of \* \$ \_\_\_\_\_ or equivalent to \_\_\_\_\_ month's basic/ normal wages upon completion of each
- ☐ \*calendar / lunar year
- ☐ specified period : from \_\_\_\_\_ to \_\_\_\_\_
- Payment is to be made within \_\_\_\_\_ days before commencement of the following \* calendar /lunar year.
- 17. Mandatory Provident Fund Scheme †**
- The Employer and the Employee are to make contributions towards the Mandatory Provident Fund Scheme in accordance with the requirements specified in the Mandatory Provident Fund Schemes Ordinance.
- ☐ **In addition to the mandatory contribution,** the Employer provides monthly voluntary contribution to the Mandatory Provident Fund Scheme \* *in the amount of* \$ \_\_\_\_\_  
/ at a rate of \_\_\_\_\_ % of the Employee's monthly wages.
- ☐ **In addition to the mandatory contribution,** the Employee provides monthly voluntary contribution to the Mandatory Provident Fund Scheme \* *in the amount of* \$ \_\_\_\_\_  
/ at a rate of \_\_\_\_\_ % of the Employee's monthly wages.
- 18. Work Arrangements in Times of Adverse Weather Conditions**
- A. Work Arrangements in Times of Typhoons †**
- ☐ The Employee is required to work when Typhoon Warning Signal No.8 or above is in force. In addition to normal wages, the Employee is entitled to \* *typhoon duty allowance of* \$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour worked.
- In case staff on the next shift are unable to report for duty when Typhoon Warning Signal No.8 or above is in force, or due to practical difficulties and the Employer requests the Employee continue to work due to operational requirements, in addition to normal wages, the Employee is entitled to a special allowance of \_\_\_\_\_

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\$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour of the extended service.

*\*The Employer **provides** / **does not provide** transport services to the Employee when Typhoon Warning Signal No.8 or above is in force, the Employee is entitled to travelling allowance of \$ \_\_\_\_\_ per trip or the actual cost of transport, whichever is higher.*

- ☐ The Employee is not required to work when Typhoon Warning Signal No.8 or above is in force and wages will not be affected during the period. If the Government has not announced “extreme conditions”<sup>note</sup>, the Employee is required to resume duty within \_\_\_\_\_ hours as far as practicable if the Typhoon Warning Signal No.8 is cancelled not less than \_\_\_\_\_ hours before the end of working hours.

**B. Work Arrangements in Times of “Extreme Conditions” after typhoons as announced by the Government †**

- ☐ The Employee is required to work when “extreme conditions” as announced by the Government before Typhoon Warning Signal No.8 is replaced with No.3 are in force <sup>note</sup>. In addition to normal wages, the Employee is entitled to \*duty allowance of

\$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour worked.

In case staff on the next shift are unable to report for duty when “extreme conditions” as announced by the Government before Typhoon Warning Signal No.8 is replaced with No.3 are in force or extended, or due to practical difficulties and the Employer requests the Employee continue to work due to operational requirements, in addition to normal wages, the Employee is entitled to a special allowance of

\$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour of the extended service.

*\*The Employer **provides** / **does not provide** transport services to the Employee when “extreme conditions” as announced by the Government before Typhoon Warning Signal No.8 is replaced with No.3 are in force, the Employee is entitled to travelling allowance of \$ \_\_\_\_\_ per trip or the actual cost of transport, whichever is higher.*

- ☐ The Employee is not required to work when “extreme conditions” as announced by the Government before Typhoon Warning Signal No.8 is replaced with No.3 are in force <sup>note</sup>, and wages will not be affected during the period. The Employee is required to resume duty within \_\_\_\_\_ hours as far as practicable if the “extreme conditions” are cancelled not less than \_\_\_\_\_ hours before the end of working hours.

*(Note: For details, please refer to the “Code of Practice in Times of Typhoons and Rainstorms” issued by the Labour Department.)*

**C. Work Arrangements in Times of Black Rainstorm Warning †**

- ☐ In case the Employee is required to take up extra duty when Black Rainstorm Warning is in force, in addition to normal wages, the Employee is entitled to \*rainstorm allowance of

\$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour worked.

In case staff on the next shift are unable to report for duty when Black Rainstorm Warning is in force, or due to practical difficulties and the Employer requests the Employee continue to work due to operational requirements, in addition to normal wages, the Employee is entitled to a special allowance of

\$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour of the extended service.

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- ☐ The Employee is not required to work when Black Rainstorm Warning is in force and wages will not be affected during the period. The Employee is required to resume duty within \_\_\_\_\_ hours as far as practicable if the Black Rainstorm Warning is cancelled not less than \_\_\_\_\_ hours before the end of working hours.

#### 19. Others

The Employee is entitled to all other rights, benefits or protection under the Employment Ordinance, the Minimum Wage Ordinance, the Employees' Compensation Ordinance and any other relevant Ordinances.

(If appropriate) Additional rules and regulations, rights, benefits or protection promulgated under the \* *Company Handbook* / \_\_\_\_\_ also form part of this contract.

**The Employer and the Employee hereby declare that they understand thoroughly the above provisions and agree to sign to abide by such provisions. They shall each retain a copy of this contract for future reference.**

*Signature of Employee*

*Signature of Employer or  
Employer's Representative*

\_\_\_\_\_  
Name in full : \_\_\_\_\_

HK I.D. No. : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Name in full : \_\_\_\_\_

Position held : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Chop of the Company

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1/2020