

**Appendix 2:
Sample Form for Statutory Holiday Record**

Name of employee: _____ Year: _____

Statutory holiday <i>(Note 1)</i>	The date on which the holiday is taken by the employee <i>(Note 2)</i>
The first day of January	
Lunar New Year's Day	
The second day of Lunar New Year	
The third day of Lunar New Year	
Ching Ming Festival	
Labour Day (1 May)	
The Birthday of the Buddha	
Tuen Ng Festival	
HKSAR Establishment Day (1 July)	
The day following the Chinese Mid-Autumn Festival	
National Day (1 October)	
Chung Yeung Festival	
Chinese Winter Solstice Festival / Christmas Day <i>(Note 3)</i>	
The first weekday after Christmas Day <i>(Note 4)</i>	

Note 1: If a statutory holiday falls on a rest day, the employee should be granted a holiday on the next day which is not a statutory holiday or an alternative holiday or a substituted holiday or a rest day.

Note 2: Please fill in the date of statutory holiday or, where appropriate, the date of alternative holiday or substituted holiday taken by the employee. Payment made for the holiday may be recorded in the wage record. Please refer to the Sample Form for Record on Wage and Total Number of Hours Worked.

Note 3: At the option of the employer. Please delete whichever is inappropriate.

Note 4: Starting from 2024, the first weekday after Christmas Day has been a newly added statutory holiday under the Employment Ordinance. Starting from 2026, statutory holidays will further be increased progressively to 17 days as below:

Year	Newly added statutory holiday	Number of statutory holidays
From 2026	Easter Monday	15
From 2028	Good Friday	16
From 2030	The day following Good Friday	17