

**Appendix 4:
Sample Form for Annual Leave Record**

Name of employee: _____ Date of commencement of employment: _____ Date of termination of employment: _____

| Leave year/Common leave year <i>(Note 1)</i> | Days of annual leave entitled under the Employment Ordinance | Period of annual leave taken <i>(Note 2)</i> | Annual leave pay | Date paid |
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Note 1: A leave year means any period of 12 months commencing on the day on which his employment commenced and an anniversary of such day. An employer may elect any period of 12 consecutive months as the common leave year for all of his employees. Should the employer wish to make this arrangement, he shall give one month’s notice either to each of his employees in writing or by posting a notice in a conspicuous place in the place of employment.

Note 2: Where appropriate, all periods of closure of the employer’s business or part of the business for the purpose of granting any annual leave to any of his employees should be stated.