

## Good Human Resource Management – Holiday and Leave Arrangement

Narrator:	Good Human Resource Management – Holiday and Leave Arrangement
Chloe:	You have been working all day. Take a break first!
Chris:	Though we have to work on the statutory holiday, the company will arrange an alternative holiday for us in accordance with the Employment Ordinance. We can take a rest after a busy day!
Chloe:	Yes! Last time we worked on a general holiday but not a statutory holiday, the company granted a paid alternative holiday to us generously.
Man:	Thanks for your hard work! Just having been working in the company for 3 months, I am now entitled to holiday pay as you do. Hope that I will work here for a year soon so that I will be entitled to paid annual leave too!
Chris:	According to the Employment Ordinance, the entitlement to annual leave increases progressively from 7 days per year to 14 days per year, depending on the length of service. By taking annual leave with alternative holidays, we may make up a period of holiday long enough for a trip to Europe!
Chloe:	You are thinking too far away! Haha, let's finish our work first!
Lin:	You guys should be tired for working on a holiday yesterday!
Chris/Man:	Wow, Lin, why have you bought so many cakes?
Lin:	These are bridal cakes!
Chris:	Oh yes! When will your daughter get married, Lin?

Lin:	My daughter will get married next Saturday. As I will take 2 days' paid celebration leave around the time and won't meet you, I'd like to take this opportunity to treat you with bridal cakes. Please help yourselves!
Man:	I wish I could take celebration leave too!
Chris:	How can you take celebration leave without getting married first?
Boss Hung:	Congratulations, Lin!
All:	Boss!
Boss Hung:	<p>Apart from celebration leave, the company also grants extra holidays like marriage leave, filial leave and festival leave for your handling of personal matters by taking these extra paid holidays. Is this thoughtful?</p> <p>More good news! The Government has amended the Employment Ordinance. Starting from 2022 to 2030, the number of statutory holidays will be progressively increased from 12 days to 17 days for alignment with general holidays. Colleagues who are now entitled to statutory holidays only will be granted the same number of holidays as those who are off on general holidays. Of course, all of you will still enjoy the extra leaves currently provided by the company.</p>
All:	Thank you, Boss! You are the best!
Boss Hung:	Your excitement has demonstrated that the company has rightly adopted the human resource management policies. Providing employees with benefits more favourable than statutory requirements in addition to the benefits under the Employment Ordinance, such as rest day, statutory holiday, paid annual leave and sickness allowance, will boost team's morale and strengthen your sense of

	belonging to the company! Have a cake and recharge yourselves. Keep it up!
All:	Keep it up! Employee benefits better than statutory requirements Boosting morale of the team
Narrator:	Good Human Resource Management Holiday and Leave Arrangement For enquiries, please contact the Labour Department at 2717 1771.