

## 24-hour Telephone Enquiry Service – 2717 1771

(The hotline is handled by the 1823)

(Revised December 2020)

### Service Menu – Voice Messages

Press 1 for Cantonese

Press 2 for Putonghua

Press 3 for English

#### For:

##### Contract, Wages and Year End Payment

Meaning of continuous contract

Termination of contract

Summary dismissal

Definition of wages

Time and payment of wages

Deduction of wages

Wages in arrears

Wages on insolvency

End of year payment for serving employees

End of year payment (dismissal or resignation cases)

##### Statutory Minimum Wage

Coverage of the Ordinance in general

Special arrangement for employees with disabilities

Basic principles for calculating minimum wage

Counting of hours worked

Wages payable to employee in respect of wage period

Recording the total number of hours worked

##### Holidays, Annual Leave and Rest Days

Statutory Holidays entitlement

Statutory Holiday pay

Work on Statutory Holidays

Annual leave entitlement

Annual leave pay

Annual leave shutdown

Leave due on termination

Mode of granting rest days

Work on rest days

#### Press

2111

2112

2113

2121

2122

2124

2125

2126

2141

2142

212311

212312

21232

21233

21234

21235

21311

21312

21313

21321

21322

21323

21324

21331

21332

#### For:

##### Maternity Protection and Paternity Leave

Maternity leave

Payment for maternity leave

Prohibition of assignment of heavy, hazardous or harmful work to pregnant employees

Employment protection for pregnant employees

Medical Examination in relation to pregnancy, post confinement medical treatment or miscarriage

Paternity Leave

##### Sickness Allowance

Eligibility for Sickness Allowance

Calculation of Sickness allowance

Accumulation and categories of paid sickness days

Employment protection during paid sickness days

##### Long Service Payment, Severance Payment and Employment Protection

Eligibility for long service payment

Amount of long service payment

Set-off of long service payment

Eligibility for severance payment

Amount of severance payment

Set-off of severance payment

Introduction to employment protection

Unreasonable variation of the terms of employment contract

Remedies for employment protection

##### Labour Relations Practices

Workplace Consultation Promotion Division

Code of Practice in Times of Rainstorms

Code of Practice in Times of Typhoons

##### Minor Employment Claims Adjudication Board

Functions of Minor Employment Claims Adjudication Board

Procedures for filing claims at the Minor Employment Claims Adjudication Board

##### Registry of Trade Unions

Registry of Trade Unions

#### Press

21511

21512

21513

21514

21515

21516

21521

21522

21523

21524

21611

21612

21613

21621

21622

21623

21631

21632

21633

2171

2172

2173

21811

21812

2182

<b>For:</b>	<b>Press</b>	<b>For:</b>	<b>Press</b>
<b><u>Mandatory Provident Fund Schemes</u></b>		<b><u>Youth Employment Services</u></b>	
Relevant provisions of the Employment Ordinance	21831	Youth Employment and Training Programme	2431
Enquiry to Mandatory Provident Fund Schemes Authority	21832	Youth Employment Start	2432
<b><u>Employees' Compensation</u></b>		<b><u>Other Employment Services / Programmes</u></b>	
Guide to Employers	221	Employment Information and Promotion Programme	244
Guide to Employees	222	Employment Agencies Administration	245
Compulsory employees' compensation insurance	223	External Employment Service	246
<b><u>Work Incentive Transport Subsidy Scheme</u></b>	23		
<b><u>Complaints against Illegal Employment</u></b>		<b><u>Occupational Safety and Health</u></b>	
Complaints against illegal employment	2711	Reporting industrial accidents and occupational injuries	261
<b><u>Employment of Young Persons, Children and Child Entertainers</u></b>		Occupational Safety Service	262
Employment of Young Persons (Industry) Regulations	251	Occupational Safety Charter	263
Employment of Children Regulations	252	Occupational Health Service	264
Employment of child entertainers	253	Complaint concerning safety and health at work	266
<b><u>General Employment Services</u></b>		<b><u>Boilers and Pressure Vessels</u></b>	
Employment service for job-seekers	2411	Boilers and Pressure Vessels Division	265
Recruitment service for employers	2412	<b><u>Foreign Domestic Helpers</u></b>	
Brief on the Supplementary Labour Division	247	Employment of foreign domestic helpers	2721
<b><u>Selective Placement Services</u></b>		Minimum allowable wages of foreign domestic helpers	2722
Employment services for people with disabilities and registration procedures	2421	<b><u>Supplementary Labour Scheme (SLS)</u></b>	
Services and procedures for employers recruiting people with disabilities	2422	Application for importation of workers under the SLS	2731
		Standard contract and general provisions of the SLS	2732
		Wages of the imported workers under the SLS	2733
		Fees and levy relating to the SLS	2734
		Prohibitions under the SLS	2735
		Complaints under the SLS	2736
		<b><u>Request for Connection to Operators</u></b>	20

## Service Menu – Fax information

### FAX INFORMATION

#### For:

This service menu

#### Contract, Wages and Year End Payment

Contract of employment

Payment of wages

Wages on insolvency

End of year payment

Sample employment contract

Information on how to distinguish an "employee" from a "contractor or self-employed person"

#### Statutory Minimum Wage

Concise Guide to Statutory Minimum Wage

#### Leave and Holidays

Statutory holidays

Annual leave

Rest days

Sickness allowance

Maternity protection

#### Long Service Payment, Severance Payment and Employment Protection

Long service payment

Severance payment

Employment protection

#### Labour Relations

Workplace Consultation Promotion Division

Tripartite cooperation at industry level

Guidelines on what to do if wage reductions and retrenchments are unavoidable

Code of Practice in Times of Typhoons and Rainstorms

Addresses of Labour Relations Division offices

A Guide on Civil and Criminal Proceedings Related to the Employment

Ordinance

Minor Employment Claims Adjudication Board

Employers' Criminal Liability in Failing to Pay an Award of the Labour Tribunal or Minor Employment Claims Adjudication Board

#### Press

11

12111

12112

12113

12114

12115

12116

12151

12121

12122

12123

12124

12125

12131

12132

12133

12141

12142

12143

12144

12145

12161

12162

12163

#### For:

#### Employees' Compensation

Guide to employers

Guide to employees

Compulsory employees' compensation insurance

Loan scheme for injured employees

Occupational Deafness Compensation and Expenses Reimbursement Scheme

Addresses of Employees' Compensation Division offices

#### General Employment Services / Programmes

Services and Job Centres of Employment Services Division

Vacancy order form of Employment Services Division

#### Selective Placement Services

Employment services for people with disabilities

Services and procedures for employers recruiting people with disabilities

#### Youth Employment Services

Youth Employment and Training Programme

Youth Employment Start

#### Employment Agencies

A Guide to the Employment Agency Regulations

Guidance notes and application form for a licence

#### Other Employment Services / Programmes

External Employment Service

Employment Information and Promotion Programme

#### Press

1221

1222

1223

1224

1226

1227

12311

12312

12321

12322

12331

12332

12341

12342

12351

12352

<b>For:</b>	<b>Press</b>	<b>For:</b>	<b>Press</b>
<b><u>Employment of Young Persons, Children and Child Entertainers</u></b>		<b><u>Foreign Domestic Helpers</u></b>	
Concise Guide to the Employment of Young Persons (Industry) Regulations	1241	Practical Guide to employment of foreign domestic helpers	12611
Concise Guide to the Employment of Children Regulations	1242		
Guide to the Employment of Child Entertainers	1243	<b><u>Supplementary Labour Scheme (SLS)</u></b>	
<b><u>Occupational Safety and Health Services</u></b>		How to Apply under the SLS	12621
Reporting industrial accidents and occupational injuries	12511	Employment Contract and guidance notes of the SLS	12622
Occupational Health Clinic	12512	Wages of the imported workers under the SLS	12623
Occupational Safety Charter	12513	Fees & levy relating to the SLS	12624
Occupational Safety and Health training courses	12514	Prohibitions under the SLS	12625
The list of publications on Occupational Safety and Health	12515	Supplementary Labour Division job-seeker registration form	12626
Addresses of Occupational Safety – Operations Division office	12516	Guide to imported workers under the SLS	12627
<b><u>Boilers and Pressure Vessels</u></b>			
General information on the Boilers and Pressure Vessels Division	12521		
List of appointed examiners	12522		
Application form and guidance notes on application for registration of pressure equipment	12523		
Recognised inspection bodies	12524		
<b>FORMS</b>			
<b>For:</b>	<b>Press</b>	<b>For:</b>	<b>Press</b>
<b><u>Long Service Payment</u></b>		<b><u>Employment of Young Persons</u></b>	
Certificate of an employee's permanent unfitness for the present job	1311	Register of Young Persons Employed in Industrial Undertakings and Register of Young Persons	13411
<b><u>Employment Services</u></b>		Application for change of the particulars in the Notice of Permissible Hours of work	13412
Supplementary Labour Division job-seeker registration form	13311	Application to operate a special scheme of work	13413
Job-seeker registration form for people with disabilities	13312	Application for change of rest day	13414
Vacancy order form of Employment Services Division	13321	<b><u>Employment of Children and Child Entertainers</u></b>	
Youth Employment and Training Programme On-the-job Training Vacancy	13322	Record of a child employee	13421
Vacancy order form for recruiting people with disabilities	13323	Application for permission to employ child entertainers	13422
<b><u>Employment Agencies</u></b>		Reporting particulars of child contract artistes or freelancers	13423
Application for a licence	13331	Notification for employing child extras	13424
Application for renewal of a licence	13332	Employment record of a child entertainer	13425
Application for licence for branch office	13333	Written consent from child entertainer's parent / guardian	13426
<b><u>Boilers and Pressure Vessels</u></b>		Notification for Public Performance of Children	13427
Application form and guidance notes for examination / endorsement for a Certificate of Competency	1351		
<b><u>Employees' Compensation</u></b>			
Form 2	1321		
Form 2A	1322		
Form 2B	1323		
Notification of accidents	1324		