

Request for Leave of Absence

I, would like to formally request unpaid / paid leave of absence from [Start Date] to [End Date], returning to work on [Resume Duty Date], for the following reason(s):

I hereby declare and assure my employer that I will return to Hong Kong promptly on or before [Resume Duty Date] to resume my full contractual duties as outlined in Standard Employment Contract No. [Contract Number] and complete the remainder of my 2-year contract.

If I fail to return to Hong Kong on or before the agreed date, or if I cannot be contacted within 3 days after the expected return date without a valid reason, I acknowledge that my employer has the full right to immediately report my absence to the Hong Kong Police Force, the Hong Kong Labour Department, and the Hong Kong Immigration Department. I understand that this record may adversely affect any of my future visa applications or entries into Hong Kong.

I acknowledge that failing to return on the agreed date without prior written approval from my employer constitutes a material breach and self-termination of the employment contract without notice. In such an event, I remain legally liable to pay my employer one (1) month's salary in lieu of notice amounting to HK\$ [Amount], and my employer reserves all legal rights to claim this amount.

If I fail to return to my duties, I explicitly authorize my employer to dispose of, clear, or clear out any personal items, belongings, or property I leave behind at the employer's residence after 14 days from my scheduled return date, without requiring further consent or notice. I waive all rights to claim compensation for any items so disposed of.

Contact Details During Leave:

Overseas Address: _____

Overseas Phone / WhatsApp: _____

Emergency Contact Person & Phone: [Emergency Contact Name & Phone]_____

Signatures & Acknowledgement

I have read, understood, and voluntarily agreed to all the terms stated in this declaration.

Helper's Signature:

Date:

Employer's Signature (Acknowledged):

Date:

外籍家庭傭工返鄉放假及按時履約聲明書

本人[外傭姓名]，向僱主申請由[開始放假日期]至[結束放假日期]之[有薪 / 無薪]假期，並承諾於[預計復工日期]或之前返回香港，繼續履行標準僱傭合約（合約編號：[合約編號]）內之職責，完成剩餘的兩年合約期。

請假原因：[請假原因]

二、逾期不歸或失聯之處理條款

- 通知政府部門：**本人明白，若本人未經僱主同意而未有於[預計復工日期]按時返港復工，或於預定復工日期起**3天內**無法聯絡，僱主有權即時向**香港警務處、勞工處及入境事務處**舉報本人離職/失聯。本人明白此紀錄可能會影響本人日後再次入境香港或申請香港簽證。
- 違約及代通知金：**本人承認，若無合理原因及未獲僱主書面同意下逾期不歸，將被視為本人主動毀約（終止合約）。本人須承擔法律責任，向僱主支付**一個月代通知金（港幣 \$[金額] 元）**，僱主保留一切法律追討權利。
- 遺留個人物品之處理：**若本人未能如期返港復工，本人**授權及同意**僱主於預定復工日期起計**14天後**，自行處理、清理或丟棄本人遺留在僱主住所內的所有個人物品及財物，而無須事先取得本人同意。本人放棄日後向僱主追討任何相關賠償之權利。
- 放假期間海外聯絡資料：**
 - 外家/海外地址：[外國住址]
 - 海外電話 / WhatsApp：[電話號碼]
 - 緊急聯絡人姓名及電話：[緊急聯絡人姓名及電話]

本人已詳細閱讀、明白並同意上述所有條款。

外傭簽署 (Helper Signature)：

僱主簽署 (Employer Signature)：

日期：

日期：