

## Sample Employment Contract for Catering Industry

This contract of employment is entered into between \_\_\_\_\_ (hereinafter referred to as “Employer”) and \_\_\_\_\_ (hereinafter referred to as “Employee”) on \_\_\_\_\_ (date) under the terms and conditions of employment below:

1. **Commencement of Employment<sup>^</sup>**

Effective from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD / MM / YY)

until either party terminates the contract.

for a fixed term contract for a period of \_\_\_\_\_ \*day(s) / week(s) / months(s) / years(s), ending on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD / MM / YY)
2. **Probation Period<sup>^</sup>**

No

Yes, \_\_\_\_\_ \* day(s) / week(s) / month(s)
3. **Section Employed**

*\*Sales / Catering / Pantry / Dim Sum / Kitchen / Barbecue / Bar / Beverage / Cleaning / Reception / Dim Sum Sales / Cashier / General Affairs / Personnel / Accounting / Others: \_\_\_\_\_*
4. **Position Employed**

\_\_\_\_\_
5. **Place of Work<sup>^</sup>**

Fixed place of work \_\_\_\_\_

No fixed place of work. The Employee may be posted to other branches in Hong Kong. The Employer shall make reasonable arrangements before posting.
6. **Working Hours<sup>^</sup>**

Fixed, at \_\_\_\_\_ days per week, \_\_\_\_\_ hours per day,

from \_\_\_\_\_ \*am / pm to \_\_\_\_\_ \*am / pm  
and \_\_\_\_\_ \*am / pm to \_\_\_\_\_ \*am / pm

Shift work required, \_\_\_\_\_ hours per day,  
from \_\_\_\_\_ \*am / pm to \_\_\_\_\_ \*am / pm  
and \_\_\_\_\_ \*am / pm to \_\_\_\_\_ \*am / pm  
\*Or refer to the roster schedule for the detailed working hours.

Shift work required, at \_\_\_\_\_ working day(s) per \*week / month, totalling \_\_\_\_\_ hour(s).  
\*Or refer to the roster schedule for the detailed working hours.

\_\_\_\_\_ Others:  
(Please specify details of working hours arrangement, total working hours, etc.)
7. **Non-peak Off-duty Hours<sup>^</sup>**

No

Yes  Fixed, from \_\_\_\_\_ \*am / pm to \_\_\_\_\_ \*am / pm, \*with / without pay, \*counted / not counted as working hour(s).

Not fixed, at \_\_\_\_\_ \*minutes / hour(s) per day, \*with / without pay, \*counted / not counted as working hour(s).
8. **Meal Break<sup>^</sup>**

Meal Break \*with / without pay, \*counted / not counted as working hour(s).

Not fixed, at \_\_\_\_\_ \*minutes / hour(s) per day.

Fixed, from \_\_\_\_\_ \*am / pm to \_\_\_\_\_ \*am / pm.
9. **Wages**

**a. wage rate<sup>^</sup>**

Basic wages of \$ \_\_\_\_\_ per \* hour / day / week / month;  
**plus** the following allowance(s):

\_\_\_\_\_ shares of tips (including 10% service charge and cash)

Travelling allowance of \$ \_\_\_\_\_ per \*day / week / month

<sup>^</sup> Please put a “✓” in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate

- Others (e.g. appetizer charge from customers) \$\_\_\_\_\_ (please specify details of payment criteria, calculation method, date of payment, etc.)
- Attendance allowance of \$\_\_\_\_\_ (please specify details of payment criteria, calculation method, etc.)
- b. payment of wages & wage period(s)^**
- Every month, payable on \_\_\_\_\_ day of the month for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of *\*the month / the following month*.
- Twice a month, payable on
- (i) \_\_\_\_\_ day of *\* the month / following month* for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of *\* the month / following month*; and
- (ii) \_\_\_\_\_ day of *\* the month / following month* for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of *\* the month / following month*.
- Once for every \_\_\_\_\_ *\*day(s) / week(s)* for wage period from \_\_\_\_\_ to \_\_\_\_\_.
10. **Overtime Compensation^**
- Compensation by overtime pay:
- At the rate of \$\_\_\_\_\_ per hour
- At the rate according to *\*normal wages / \_\_\_\_\_% of normal wages*
- Others \_\_\_\_\_  
(please specify details of payment criteria, calculation method, etc.)
- Compensation by time-off in lieu: \_\_\_\_\_  
(please specify granting criteria, calculation method, etc.)
11. **Rest Days^**
- Regular, on every \_\_\_\_\_, *\*with / without* pay.
- Irregular. Before the commencement of every month, the Employee will be informed orally or in writing of the rest days for that month. The rest days are *\*with / without* pay.  
(The Employee is entitled to not less than 1 rest day in every period of 7 days)
12. **Holidays^**
- The Employee is entitled to:
- statutory holidays as specified in the Employment Ordinance (EO)
- public holidays
- plus other holidays (please specify): \_\_\_\_\_
13. **Paid Annual Leave^**
- The Employee is entitled to paid annual leave according to the provisions of the EO (ranging from 7 to 14 days depending on the Employee's length of service).
- The Employee is entitled to the following paid annual leave according to the rules of the Employer (please specify): \_\_\_\_\_
14. **Maternity Benefits^**
- The Employee is entitled to maternity leave and maternity leave pay according to the provisions of the EO.
- The Employee is entitled to the following maternity leave and maternity leave pay according to the rules of the Employer (please specify): \_\_\_\_\_
15. **Paternity Benefits^**
- The Employee is entitled to paternity leave and paternity leave pay according to the provisions of the EO.
- The Employee is entitled to the following paternity leave and paternity leave pay according to the rules of the Employer (please specify): \_\_\_\_\_
16. **Sickness Allowance^**
- The Employee is entitled to sickness allowance according to the provisions of the EO.
- The Employee is entitled to sickness allowance according to the rules of the Employer under the following circumstances:
- If the number of sickness day(s) taken is \_\_\_\_\_ day(s) or below, an appropriate medical certificate in support of the sick leave *\*is / is not* required;

^ Please put a "✓" in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate

- If the number of sickness day(s) taken is \_\_\_\_\_ day(s) or more, an appropriate medical certificate in support of the sick leave is required.

Others (please specify): \_\_\_\_\_

17. **Termination of Employment Contract<sup>^</sup>** A notice period of \_\_\_\_\_ \*day(s) / week(s) / month(s) or equivalent amount of payment in lieu of notice (notice period not less than 7 days).

During the probation period (if applicable):

- within the first month: without notice or payment in lieu of notice
- after the first month: a notice period of \_\_\_\_\_ \*day(s) / week(s) / month(s) or an equivalent amount of payment in lieu of notice (notice period not less than 7 days).

18. **End of Year Payment/Bonus<sup>^</sup>**  No  
 Yes, \*an amount of \$ \_\_\_\_\_ or equivalent to \_\_\_\_\_ month's \*basic / normal wages upon completion of each payment period.

The payment period is one \*calendar / lunar year or a specified period from \_\_\_\_\_ to \_\_\_\_\_.

Payment is to be made within \_\_\_\_\_ days before commencement of the following \*calendar / lunar year.

19. **Mandatory Provident Fund Scheme<sup>^</sup>** The Employer and the Employee are to make contributions towards the Mandatory Provident Fund (MPF) Scheme in accordance with the requirements specified in the Mandatory Provident Fund Schemes Ordinance.

**In addition to the mandatory contribution**, the Employer provides monthly voluntary contribution to the MPF Scheme \*in an amount of \$ \_\_\_\_\_ / at a rate of \_\_\_\_\_% of the Employee's monthly wages.

**In addition to the mandatory contribution**, the Employee provides monthly voluntary contribution to the MPF Scheme \*in an amount of \$ \_\_\_\_\_ / at a rate of \_\_\_\_\_% of the Employee's monthly wages.

20. **Work Arrangements in Times of Adverse Weather Conditions**

- A. **Work Arrangements in Times of Typhoons<sup>^</sup>**  The Employee is required to work when Typhoon Warning Signal No.8 or above is in force. In addition to normal wages, the Employee is entitled to \* typhoon duty allowance of \$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour worked.

In case staff on the next shift are unable to report for duty when Typhoon Warning Signal No.8 or above is in force, or due to practical difficulties and the Employer requests the Employee continue to work due to operational requirements, in addition to normal wages, the Employee is entitled to a special allowance of

\$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour of the extended service.

\*The Employer **provides / does not provide** transport services to the Employee when Typhoon Warning Signal No.8 or above is in force, the Employee is entitled to travelling allowance of \$ \_\_\_\_\_ per trip or the actual cost of transport, whichever is higher.

- The Employee is not required to work when Typhoon Warning Signal No.8 or above is in force

<sup>^</sup> Please put a "✓" in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate

and wages will not be affected during the period. If the Government has not announced “extreme conditions” <sup>note</sup>, the Employee is required to resume duty within \_\_\_\_\_ hours as far as practicable if the Typhoon Warning Signal No.8 is cancelled not less than \_\_\_\_\_ hours before the end of working hours.

**B. Work Arrangements in Times of “Extreme Conditions” after typhoons as announced by the Government<sup>^</sup>**

- The Employee is required to work when “extreme conditions” as announced by the Government before Typhoon Warning Signal No.8 is replaced with No.3 are in force <sup>note</sup>. In addition to normal wages, the Employee is entitled to \*duty allowance of \$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour worked.

In case staff on the next shift are unable to report for duty when “extreme conditions” as announced by the Government before Typhoon Warning Signal No.8 is replaced with No.3 are in force or extended, or due to practical difficulties and the Employer requests the Employee continue to work due to operational requirements, in addition to normal wages, the Employee is entitled to a special allowance of \$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour of the extended service.

*\*The Employer provides / does not provide transport services to the Employee when “extreme conditions” as announced by the Government before Typhoon Warning Signal No.8 is replaced with No.3 are in force, the Employee is entitled to travelling allowance of \$ \_\_\_\_\_ per trip or the actual cost of transport, whichever is higher.*

- The Employee is not required to work when “extreme conditions” as announced by the Government before Typhoon Warning Signal No.8 is replaced with No.3 are in force <sup>note</sup>, and wages will not be affected during the period. The Employee is required to resume duty within \_\_\_\_\_ hours as far as practicable if the “extreme conditions” are cancelled not less than \_\_\_\_\_ hours before the end of working hours.

*(Note: For details, please refer to the “Code of Practice in Times of Typhoons and Rainstorms” issued by the Labour Department.)*

**C. Work Arrangements in Times of Black Rainstorm Warning<sup>^</sup>**

- In case the Employee is required to take up extra duty when Black Rainstorm Warning is in force, in addition to normal wages, the Employee is entitled to \* rainstorm allowance of \$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour worked.

In case staff on the next shift are unable to report for duty when Black Rainstorm Warning is in force, or due to practical difficulties and the Employer requests the Employee continue to work due to operational requirements, in addition to normal wages, the Employee is entitled to a special allowance of \$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages for each hour of the extended service.

*\*The Employer provides / does not provide transport services to the Employee when Black Rainstorm Warning is in force, the Employee is entitled to travelling allowance of \$ \_\_\_\_\_ per trip or the actual cost of transport, whichever is higher.*

- The Employee is not required to work when Black Rainstorm Warning is in force and wages will not be affected during the period. The Employee is required to resume duty within \_\_\_\_\_ hours as far as practicable if the Black Rainstorm Warning is cancelled not less than \_\_\_\_\_ hours before the end of working hours.

<sup>^</sup> Please put a “√” in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate

21. **Others**

**a. uniform/  
staff permit**

Whilst on duty, the Employee is required to put on proper uniform / staff permit. It should be returned to the supervisor upon termination of the employment contract.

**b. governing  
laws**

The Employee is entitled to all other rights, benefits or protection under the EO, the Minimum Wage Ordinance, the Employees' Compensation Ordinance and any other relevant Ordinances.

(If applicable) Additional rules and regulations, rights, benefits or protection promulgated under the \**Company Handbook* / \_\_\_\_\_ also form part of this contract.

**The Employer and the Employee hereby declare that they understand thoroughly the above provisions and agree to sign to abide by such provisions.  
They shall each retain a copy of this contract for future reference.**

**Signature of Employee**

**Signature of Employer or Employer's Representative**

\_\_\_\_\_

\_\_\_\_\_

Name in full: \_\_\_\_\_

Name in full: \_\_\_\_\_

Hong Kong I.D. No.: \_\_\_\_\_

Position held: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Chop of the Company

^ Please put a "✓" in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate