

If helper disappear/ does not return home after the holiday

若僱主沒有寫保障僱主信給外傭，外傭放假後失蹤

1. 給外傭發短信/電郵/whatsapp，問她在哪裡，會否回來工作。另外，須通知僱傭公司（Arrow，電話**2151 1125**）。
2. 如外傭於24小時內回來，僱主應通知所屬僱傭公司，並向外傭發警告信，（僱主應保留正本，並發送一份副本給Arrow。）
3. 外傭失蹤24小時後，前往警察局報案，保留檔案記錄號碼。
4. 通知外傭在菲律賓的家人，告訴他們：「外傭沒有合理解釋下不按時上班。僱主試圖聯繫她，但無人接聽。這是嚴重的失職。因此，僱主決定終止與外傭的合約，即時生效。而僱主不會支付外傭任何代通知金，並將保留追究外傭因失蹤而導致僱主任何損失的權利。」
5. 傳真通知入境事務處合約終止（「終止外籍家庭傭工僱傭合約通知書」可從入境處網頁下載，或向僱傭公司索取）。
6. 僱主應保留「終止外籍家庭傭工僱傭合約通知書」，並發送一份副本給僱傭公司Arrow。

（以上資料由勞工處職員提供，如需進一步諮詢，請致電勞工處 **1823**）

1 Sms/whatsapp/viber/email helper, ask where is she, if she will come back for work. Besides, inform Arrow- call 21511125.

2 If your helper return home within 24 hours, you should inform Arrow, too, and give her/him a warning letter.

3 You should keep a record in police station to report her/his disappear (after 24 hours)

4 Notify your helper's family in the Philippines, tell them that the helper does not report duty on time without reasonable reason is a serious misconduct at work. So, the employer decided to terminate the contract with the foreign domestic helpers , immediately. The employer does not pay any foreign domestic helpers in lieu of notice. "

5 Fax & notify the Immigration Department about the contract termination ("Termination of employment contracts of foreign domestic helpers Notice " can be downloaded from the Immigration Department's website , or obtained from the employment agency) .

Employers should retain the " termination of employment contracts of foreign domestic helpers notice " , and send a copy to Arrow for reference.

（above information is provided by Labour Department staff. If you want to ask further question, please call government hotline "**1823**" ）