

僱員領取工傷補償證明
EMPLOYEE'S COMPENSATION ACKNOWLEDGEMENT OF RECEIPT
(補償金額計算方法便條)
(Compensation Calculation Worksheet)

至 To : Human Resources Department

日期 Date : _____

由 From : Unit / Dept. - _____

本人 _____ (受傷僱員姓名) 現茲收到港幣 _____ 元正 (A+B)，乃由
_____ 根據補償條例 (第282章) 為賠償以下之工傷意外：

I _____ (name of Employee) hereby acknowledge receipt the sum of Hong Kong Dollars
(HK\$) _____ (A+B) from _____
paid in accordance with the Employee's Compensation Ordinance (Chapter 282) in respect of the following accident.

意外發生日期

Date of accident : _____

病假日期

Period(s) of sick leave granted : 由 _____ 至 _____

: 由 _____ 至 _____

每月收入

Monthly earnings : 港幣 _____ 一個月
HK\$ _____ per month

A) 以下為補償病假金額計算方法：

Amount of sick leave compensation is calculated as follows:

$$\frac{\text{月入(Monthly Earnings)}}{\text{日數(Days)*}} \times \text{病假日數 (Number of sickness days)} \times \frac{4}{5}$$
$$= \frac{\text{HK\$ } \underline{\hspace{2cm}}}{(\hspace{1cm}) \text{天}} \times (\hspace{1cm}) \text{天} \times \frac{4}{5}$$
$$= \underline{\text{HK\$ } \hspace{2cm}}$$

*日數(Days)：

(1) 若月薪僱員，不論休息日是否固定：日數應為 30 日

For monthly paid staff, no matter the rest day is fixed or not: The days should be 30

(2) 若時薪僱員休息日固定於某日：30 日減每月固定休息日日數 (即每星期休息日日數 x 4 星期)

For hourly paid staff with fixed rest day: Subtract no. of fixed rest days from 30 days (no. of fixed rest days per week X 4 weeks)

(3) 若時薪僱員休息沒有固定於某日：日數應為 30 日

For hourly paid staff without fixed rest day: The days should be 30

B) 補償醫療費用金額

Amount of medical expenses compensation : HK\$ _____

受傷僱員簽署：

(Signature of Employee) _____

單位/部門主管簽署及蓋章：

(Signature of Unit / Dept.

In-charge and Unit Chop) _____

身份證號碼：

(H.K.I.D. No.) _____

單位/部門主管姓名及職位：

(Name of Unit / Dept.

In-charge & Position) _____