



Labour Inspection Division (Headquarters)
LABOUR DEPARTMENT

勞工處
勞工視察科 (總部)

Your reference 來函編號:

Our reference 本處檔案編號: (19) in LID/HQ/53/01 Pt. II

Tel. number 電話號碼: 2852 4164

Fax number 傳真機號碼: 2850 4949

致：各位家長

你好！

暑假將至，你的子女是否計劃在暑假期間工作，但他們對規管 18 歲以下人士工作的勞工法例有多少認識呢？

根據《僱用兒童規例》和《僱用青年(工業)規例》的規定，18 歲以下人士受僱工作是受到若干限制，包括未滿 15 歲的兒童不可在工業經營內工作；除非得到勞工處處長的批准，未滿 13 歲的兒童更不得受僱在任何行業工作等。這些限制旨在保障他們的安全及身心健康的發展。本處印制了一款宣傳單張 - 「青年及兒童工作須知」，簡介該兩條規例，希望能透過各位家長的協助，教導子女認識有關規定。

現隨函送上該款宣傳單張的中英文版本各一張。如 貴會需要更多宣傳單張或有任何查詢，請致電 2852 4152 與本處高級勞工督察周淑儀小姐聯絡。

勞工處處長

(馮麗卿 馮麗卿 代行)

2013 年 5 月 30 日



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30 May 2013

Dear Parents,

The summer vacation will commence soon. Are your children planning to take up part-time job during the vacation? Do they know the regulations governing the employment of persons under the age of 18 under the labour laws?

According to the Employment of Children Regulations and the Employment of Young Persons (Industry) Regulations, employment of persons aged under 18 is subject to certain restrictions, including that no children aged below 15 are allowed to work in any industrial undertaking; and that children aged below 13 are further prohibited from taking up employment in all economic sectors except with the prior permission of the Commissioner for Labour, etc.. These restrictions aim at protecting the safety, health and moral of the children. This department has prepared a leaflet – “Notice to Young Persons and Children Seeking Employment” to educate the public on the two regulations. We would like to enlist your assistance in helping your children understand these restrictions on employment.

I attach a set of leaflets in both Chinese and English to this letter. Should you require extra copies of the leaflet or have any enquiry, please feel free to contact our Senior Labour Inspector, Miss Rita CHAU at 2852 4152.

Yours faithfully,

(Miss FUNG Lai-hing)
for Commissioner for Labour

Notice to Young Persons and Children Seeking Employment

Children
aged
under

13

are prohibited
from taking up

~~employment~~

in all economic
sectors

Children
aged
under

15

are prohibited
from taking up

~~employment~~

in industrial
undertakings



Young
persons
aged

15

or
above

~~may be
employed~~

in industrial undertakings
or non-industrial sectors

Children
aged

13

and

14

may be employed in non-industrial
establishments, subject to the restrictions
which include, among others:

To employer:
Consent to child's
employment



Certificate on
Completion of Form III

School attendance
certificate



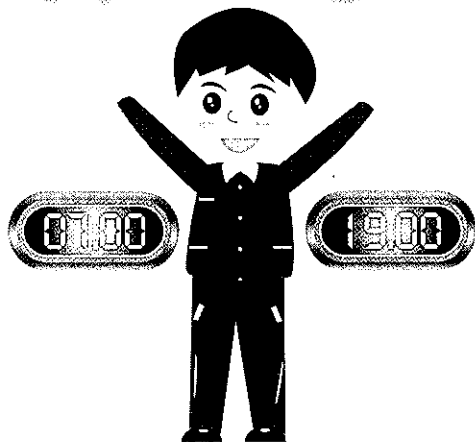
Principal's signature



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Other restrictions on the employment of children and young persons under the Employment of Children Regulations and the Employment of Young Persons (Industry) Regulations include:



A person aged 13 or above but below 18 shall not be employed before 7a.m. or after 7p.m..

A person aged 13 or above but below 15 and has completed Form III is allowed to work not more than 8 hours a day.

A person aged 15 or above but below 18 is allowed to work not more than 8 hours a day if he is employed in an industrial undertaking.

A person at the age of 13 and 14 and has not completed Form III

- shall not be employed during school hours
- during school term
 - shall not work more than 2 hours on school day
 - shall not work more than 4 hours on other day
- during summer holidays
 - shall not work more than 8 hours a day
- shall not be employed in certain occupations and premises, which include:
 - places or premises where intoxicating liquor is sold and consumed
 - handling of dangerous machine
 - gambling establishments
 - hair-dressing saloons or massage parlours, etc.



The Employment of Children Regulations and the Employment of Young Persons (Industry) Regulations stipulate certain restrictions for the employment of children and young persons. We encourage children, young persons and their parents to refer to the respective concise guides available at the Labour Department's homepage (www.labour.gov.hk/eng/public/content2_2.htm) or call the Enquiry Hotline at 2717 1771 (the hotline is handled by "1823" Call Centre) for more information. Young persons and children are advised to consult their parents and teachers when seeking employment and to look out for employment traps.

An employer who contravenes the Employment of Children Regulations or the Employment of Young Persons (Industry) Regulations shall be guilty of an offence and is liable to a maximum fine ranging from \$10,000 to \$50,000 upon conviction.

青年及兒童 工作須知

未滿 13 歲 的兒童不得受僱在任何行業 ~~工作~~

未滿 15 歲 的兒童不得受僱在工業經營 ~~工作~~



滿 15 歲 的青年，可受僱在工業經營或非工業機構 ☒ 工作

13 歲 及 14 歲 兒童，可受僱在非工業機構工作，但須受若干條件限制，其中包括：

給僱主：
同意兒童工作



[中三修畢證書]



在學
證明書

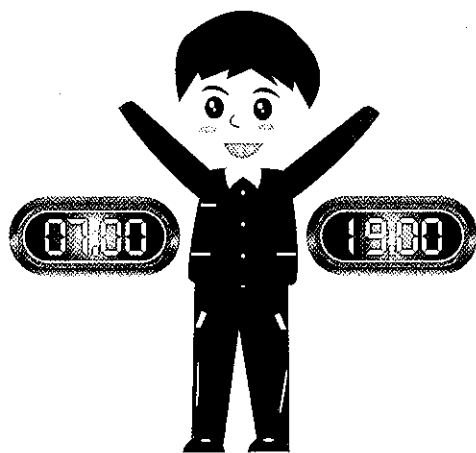
校長簽署



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《僱用兒童規例》及《僱用青年(工業)規例》 對兒童及青年就業的其他規定包括：



年滿13歲但不足18歲人士，不得在
上午**7時前**或晚上**7時後**工作。

年滿13歲但未滿15歲人士，如已完成中
三課程，可每天工作**不超過8小時**。

年滿15歲但不足18歲人士，如受僱
在工業經營工作，每天的工作時間
不得超過8小時。

13及14歲的兒童，如尚未完成中三

- 不可在上課時間內工作
- 學期內
 - 上課日，不得工作超過2小時
 - 非上課日，不得工作超過4小時
- 暑假內，不得工作超過8小時
- 不得受僱在若干行業，包括：
 - 酒精類飲品出售及供飲用場所
 - 操作危險機器的工作
 - 賭博場所
 - 理髮店或按摩院等



《僱用兒童規例》及《僱用青年(工業)規例》訂定了若干的規定，我們建議兒童及青年，以及家長參閱勞工處網頁上的《僱用兒童規例》簡明指南及《僱用青年(工業)規例》簡明指南(網址：www.labour.gov.hk/tc/public/content2_2.htm)，或致電查詢熱線 2717 1771(此熱線由「1823電話中心」接聽)。青年及兒童在選擇工作時，應諮詢家長及老師的意見，並提防求職陷阱。

任何僱主如違反《僱用兒童規例》或《僱用青年(工業)規例》的規定，即屬違法。
一經定罪，可被罰款一萬至五萬元不等。