

## Agreement on Work on Weekly Rest Day (Sample)

On initiative of employee \_\_\_\_\_<sup>1</sup> (Holder of Macao I.D. Card No. \_\_\_\_\_) to work voluntarily on weekly rest day(s) during period from \_\_\_\_\_ (day/month/year) to \_\_\_\_\_ (day/month/year)<sup>2</sup>, employer \_\_\_\_\_<sup>3</sup> (Office Address: \_\_\_\_\_<sup>4</sup> and Contact Number: \_\_\_\_\_<sup>5</sup>) hereby consents to employee's working voluntarily on weekly rest day(s) during aforesaid period.

Moreover, employer and employee hereby agree on compensation provided for by law for voluntary work on weekly rest day(s) during aforesaid period based on following (please tick appropriate box):

☐ – A. Pursuant to paragraph 4 of Article 43 of the current Labour Relations Law, the above said employee shall be entitled to a compensatory day of rest provided for by law, to be designated by employer within thirty days following voluntary work on weekly rest day(s) during aforesaid period.

☐ – B. Pursuant to paragraph 5 of Article 43 of the current Labour Relations Law, the above said employee shall be entitled to receive pecuniary compensation provided for by law<sup>6</sup> as specified for voluntary work on weekly rest day(s) during aforesaid period.

In the case that the above said employee only completes part of the working hours for personal reasons, regardless of whether the situation constitutes justified or unjustified absence, the corresponding compensatory rest or basic remuneration shall be calculated in proportion to the number of working hours provided.

This agreement shall be made in two original copies, one copy to be held by each party, and becomes valid upon signature of employer and employee.

Employer or his/her representative:

Employee:

Name \_\_\_\_\_

Position \_\_\_\_\_

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<sup>1</sup> Name of employee.

<sup>2</sup> Although cut-off for period of employee's voluntary work on weekly rest day is not specified in Labour Relations Law, Labour Affairs Bureau suggests period may be calculated from this payroll day until next payroll day (i.e. one payroll cycle), in order to protect both employer and employee and to reduce administrative procedures of employer.

<sup>3</sup> Name of employer or company.

<sup>4</sup> Please indicate employer's correspondence address, office address or address as registered in Application Form for Business Start-up (Declaração de início de actividade).

<sup>5</sup> Contact number of employer.

<sup>6</sup> Pecuniary compensation provided for by law:

i) An additional day's basic remuneration for employees paid by month;

ii) One day's basic remuneration in addition to normal remuneration, for employees paid by actual time worked or output.

\_\_\_\_\_  
(Signature and Stamp)  
Date: \_\_\_\_\_  
(day/month/year)

\_\_\_\_\_  
(Signature)  
Date: \_\_\_\_\_  
(day/month/year)