

# ANNEX 1 - WORK TASKS

Please tick any relevant boxes clearly:  or

The Worker will have the following duties:

## 1. HOUSEKEEPING

### 1.1. Cleaning

- |  |  |   |                                     |
|--|--|---|-------------------------------------|
| <input type="checkbox"/> Dusting           | <input type="checkbox"/> Wiping furniture and appliances | <input type="checkbox"/> Sweeping           | <input type="checkbox"/> Mopping    |
| <input type="checkbox"/> Cleaning bathroom | <input type="checkbox"/> Washing windows and glass doors | <input type="checkbox"/> Cleaning balconies | <input type="checkbox"/> Bed making |
| <input type="checkbox"/> Vacuuming         | <input type="checkbox"/> Other (please specify) _____    |   |                                     |

### 1.2. Cooking

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Groceries shopping                   | <input type="checkbox"/> Baking                                  | <input type="checkbox"/> Washing dishes |
| <input type="checkbox"/> Preparing special meals for children | <input type="checkbox"/> Preparing special meals for the elderly |   |

- |   |   |
|---|---|
| Cooking: <input type="checkbox"/> Breakfast | Cleaning up after: <input type="checkbox"/> Breakfast |
| <input type="checkbox"/> Lunch              | <input type="checkbox"/> Lunch                        |
| <input type="checkbox"/> Dinner             | <input type="checkbox"/> Dinner                       |

- Other (please specify) \_\_\_\_\_

### 1.3. Laundry

- |  |  |  |                                  |
|--|--|--|----------------------------------|
| <input type="checkbox"/> Washing (machine wash)        | <input type="checkbox"/> Washing (hand wash) | <input type="checkbox"/> Hanging out laundry | <input type="checkbox"/> Ironing |
| <input type="checkbox"/> Washing bedding               | <input type="checkbox"/> Washing shoes       | <input type="checkbox"/> Washing upholstery  |                                  |
| <input type="checkbox"/> Others (please specify) _____ |  |  |                                  |

### 1.4. Special Events

#### 1.4.1. Celebrations/Gatherings

Approximate number of special events per year \_\_\_\_\_

- |   |  |  |   |                                  |
|---|--|--|---|----------------------------------|
| <input type="checkbox"/> Preparing food | <input type="checkbox"/> Preparing drinks              | <input type="checkbox"/> Arranging venue | <input type="checkbox"/> Welcoming guests | <input type="checkbox"/> Serving |
| <input type="checkbox"/> Cleaning up    | <input type="checkbox"/> Others (please specify) _____ |  |   |                                  |

- The Worker will receive additional payment for performing extra work for each event

#### 1.4.2. Trips/Holidays

- The Worker is expected to accompany the household on trips/holidays approximately \_\_\_\_\_ times per year

During these trips the Worker's duties will include:

- |                                   |  |                                  |                                     |                                       |
|-----------------------------------|--|----------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Cooking  | <input type="checkbox"/> Cleaning                      | <input type="checkbox"/> Laundry | <input type="checkbox"/> Child care | <input type="checkbox"/> Elderly care |
| <input type="checkbox"/> Pet care | <input type="checkbox"/> Others (please specify) _____ |                                  |                                     |                                       |

- The Worker will receive additional payment for such trips at a rate of \_\_\_\_\_ Baht per hour.



## 2. GARDENING

- Mowing lawns     Planting trees/flowers     Maintaining garden     Trimming     Weeding  
 Pool cleaning     Others (please specify) \_\_\_\_\_  
 Size of the garden \_\_\_\_\_ sq.m.



## 3. AUTOMOBILE

- Washing car     General driving duties and errands  
 Others (please specify) \_\_\_\_\_



## 4. CHILDCARE

- Babysitting     Taking child(ren) to bed     Monitoring baby's sleep  
 Bathing     Preparing milk/food     Changing nappies  
 Feeding     Cleaning food/drink containers     Picking up and dropping off at school(s)  
 Others (please specify) \_\_\_\_\_



## 5. CARING FOR THE ELDERLY OR SICK/DISABLED

- Feeding and hydration     Washing     Bed bathing  
 Dressing and grooming     Oral hygiene and health care     Toileting and use of continence aids  
 Administration of medication  
 Mobility and transfer including in and out of beds, chairs, vehicles and wheelchairs  
 Others (please specify) \_\_\_\_\_



## 6. PET CARE

The Worker will be caring for the following pets:

- \_\_\_ Dog(s)     \_\_\_ Cat(s)     Others (please specify) \_\_\_\_\_  
 Feeding \_\_\_ times per day     Walking \_\_\_ times per day  
 Refilling water bowl     Cleaning animal's waste     Bathing     Grooming

During the Employer's travel, the parties agreed regarding pet care that \_\_\_\_\_

7. Any Others service (please specify) \_\_\_\_\_

Signature of Employer

Date

Place

Signature of Worker

Date

Place

## ANNEX 2 - CONTRACT AMENDMENT

A. The Employer and the Worker agreed to increase/decrease/change duties as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For performing the above tasks, the Employer

(Please tick relevant option)

will provide extra pay at the amount of \_\_\_\_ Baht

will not provide extra pay

\_\_\_\_\_

Signature of Employer

Date  /  /

Place

\_\_\_\_\_

Signature of Worker

Date  /  /

Place

B. The Employer and the Worker agreed to increase/decrease/change duties as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For performing the above tasks, the Employer

(Please tick relevant option)

will provide extra pay at the amount of \_\_\_\_ Baht

will not provide extra pay

\_\_\_\_\_

Signature of Employer

Date  /  /

Place

\_\_\_\_\_

Signature of Worker

Date  /  /

Place

C. The Employer and the Worker agreed to increase/decrease/change duties as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For performing the above tasks, the Employer

(Please tick relevant option)

will provide extra pay at the amount of \_\_\_\_ Baht

will not provide extra pay

\_\_\_\_\_

Signature of Employer

Date  /  /

Place

\_\_\_\_\_

Signature of Worker

Date  /  /

Place

# ANNEX 3 - WEEKLY TIMESHEET AND PAYSLIP

From  /  /  To  /  /

Weekly rest day:

DAY	DATE	WORKING HOURS				HOURS WORKED				WAGES			
		START TIME	BREAKS		END TIME	TOTAL DAILY HOURS	REGULAR	OVERTIME	HOLIDAY	REGULAR (HOURS X )	OVERTIME (HOURS X )	HOLIDAY (HOURS X )	TOTAL WAGES
			START TIME	END TIME									
MONDAY													
TUESDAY													
WEDNESDAY													
THURSDAY													
FRIDAY													
SATURDAY													
SUNDAY													
<b>GRAND TOTAL:</b>													

**PAID** Signature of Employer

Date  /  /

Place

**RECIEVED** Signature of Worker

Date  /  /

Place

## ANNEX 4 - OFFICIAL PUBLIC HOLIDAYS IN THAILAND

Domestic workers are entitled to 13 public holiday days per year with regular pay. Parties should use the below list to agree which of the 17 Thai public holidays will be days off. National Labour Day is already ticked because it is a compulsory public holiday.

NAME	DATE	<input checked="" type="checkbox"/>
NEW YEARS' DAY (WAN KHUEN PI MAI)	1 JANUARY	
CHINESE NEW YEAR (WAN TRUT CHIN)	FEBRUARY (EXACT DATE CHANGES ANNUALLY)	
MAGHA PUJA DAY (WAN MAKHA BUCHA)	FEBRUARY (EXACT DATE CHANGES ANNUALLY)	
CHAKRI MEMORIAL DAY (WAN CHAKKRI)	6 APRIL	
SONGKRAN FESTIVAL (WAN SONGKRAN)	13/14/15 APRIL	
NATIONAL LABOUR DAY	1 MAY	<input checked="" type="checkbox"/>
CORONATION DAY (WAN CHATTRA MONGKHON)	5 MAY	
ROYAL PLOUGHING CEREMONY (WAN PHUETCHA MONGKHON)	MAY (EXACT DATE CHANGES ANNUALLY)	
VESAK DAY (WAN WISAKHA BUCHA)	MAY (EXACT DATE CHANGES ANNUALLY)	
ASALHA PUJA DAY (WAN ASANHA BUCHA)	JULY (EXACT DATE CHANGES ANNUALLY)	
BEGINNING OF VASSA (WAN KHAO PHANSA)	JULY (EXACT DATE CHANGES ANNUALLY)	
H.M. THE QUEEN'S BIRTHDAY ( WAN CHALOEM PHRA CHONMAPHANSA SOMDET ) ( PHRA NANG CHAO PHRA BOROMMA RACHINI NAT )	12 AUGUST	
WAK OK PHANSA (WAK OK PHANSA)	OCTOBER (EXACT DATE CHANGES ANNUALLY)	
CHULALONGKORN DAY (WAN PIYA MAHARAT)	23 OCTOBER	
H.M. THE KING'S BIRTHDAY ( WAN CHALOEM PHRA CHONMAPHANSA ) ( PHRA BAT SOMDET PHRA CHAO YU HUA )	5 DECEMBER	
CONSTITUTION DAY (WAN RATTHA THAMMANUN)	10 DECEMBER	
NEW YEAR'S EVE (WAN SIN PI)	31 DECEMBER	