The Worker will have the following duties:

1. **Housekeeping**

   1.1. **Cleaning**
   - [ ] Dusting
   - [ ] Cleaning bathroom
   - [ ] Vacuuming
   - [ ] Wiping furniture and appliances
   - [ ] Sweeping
   - [ ] Mopping
   - [ ] Washing windows and glass doors
   - [ ] Cleaning balconies
   - [ ] Bed making
   - [ ] Other (please specify)

   1.2. **Cooking**
   - [ ] Groceries shopping
   - [ ] Preparing special meals for children
   - [ ] Preparing special meals for the elderly
   - [ ] Baking
   - [ ] Washing dishes
   - [ ] Washing bedding
   - [ ] Washing shoes
   - [ ] Washing upholstery
   - [ ] Wiping furniture and appliances
   - [ ] Cleaning balconies
   - [ ] Bed making
   - [ ] Dusting
   - [ ] Sweeping
   - [ ] Mopping
   - [ ] Washing windows and glass doors
   - [ ] Cleaning balconies
   - [ ] Bed making
   - [ ] Other (please specify)

   1.3. **Laundry**
   - [ ] Washing (machine wash)
   - [ ] Washing (hand wash)
   - [ ] Hanging out laundry
   - [ ] Ironing
   - [ ] Washing bedding
   - [ ] Washing shoes
   - [ ] Washing upholstery
   - [ ] Wiping furniture and appliances
   - [ ] Sweeping
   - [ ] Cleaning balconies
   - [ ] Bed making
   - [ ] Dusting
   - [ ] Sweeping
   - [ ] Mopping
   - [ ] Washing windows and glass doors
   - [ ] Cleaning balconies
   - [ ] Bed making
   - [ ] Other (please specify)

   1.4. **Special Events**

   1.4.1. **Celebrations/Gatherings**
   - [ ] Preparing food
   - [ ] Preparing drinks
   - [ ] Arranging venue
   - [ ] Welcoming guests
   - [ ] Serving
   - [ ] Cleaning up
   - [ ] Other (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.
   - [ ] Cooking
   - [ ] Cleaning
   - [ ] Laundry
   - [ ] Child care
   - [ ] Elderly care
   - [ ] Pet care
   - [ ] Other (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  Signature of Worker

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


For performing the above tasks, the Employer ☐ will provide extra pay at the amount of _____ Baht
☐ will not provide extra pay


Signature of Employer

Signature of Worker

Date

Place

Date

Place

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


For performing the above tasks, the Employer ☐ will provide extra pay at the amount of _____ Baht
☐ will not provide extra pay


Signature of Employer

Signature of Worker

Date

Place

Date

Place

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


For performing the above tasks, the Employer ☐ will provide extra pay at the amount of _____ Baht
☐ will not provide extra pay


Signature of Employer

Signature of Worker

Date

Place

Date

Place
<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>START TIME</th>
<th>BREAKS</th>
<th>END TIME</th>
<th>TOTAL DAILY HOURS</th>
<th>REGULAR</th>
<th>OVERTIME</th>
<th>HOLIDAY</th>
<th>REGULAR (HOURS X )</th>
<th>OVERTIME (HOURS X )</th>
<th>HOLIDAY (HOURS X )</th>
<th>TOTAL WAGES</th>
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</tbody>
</table>

**Weekly rest day:** ________________

**Annex 3 - Weekly Timesheet and Payslip**

**From** / / **To** / /

**Signature of Worker**

**Place**

**Date** / /

**Signature of Employer**

**Place**

**Date** / /

**Paid**

**Received**
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.

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