

家庭友善十二式

Twelve Family-Friendly Employment Policies and Practices

第三式：

假期單位兩小時

迎合需要最合宜

Episode 3:

Leave taken on a two-hour basis

Best suits employees' needs

中文	English translation
<p>【戲劇部分】 爸爸，下星期便是親子跑了 你可以來陪我練跑嗎？ 怎麼了？你不開心嗎？</p>	<p>【Theatre session】 Dad, we will have the parent-child run next week. Could you come to practise with me? What's up? Are you upset?</p>
<p>今年老師會籌辦一個話劇比賽 當中會有很多角色 誰想做老闆這個角色的請舉手 明仔，不如由你來做吧</p>	<p>This year, I plan to have a drama competition. There will involve a number of characters. Who wants to play the role of "Boss"? Put up your hand! Ming, I would recommend you.</p>
<p>啊哈！你們這麼辛苦 我讓你們早點下班吧</p>	<p>Aha! All of you have had a tough day. I'll let you all leave earlier.</p>
<p>爸爸，我今天上了話劇課 我扮演了老闆的角色 我叫所有員工早點下班</p>	<p>Dad, I had a drama class today. I played the "Boss", I told all of my staff to leave work earlier.</p>
<p>咦，這麼早走？</p>	<p>Oops, why are you leaving so early?</p>
<p>是呀，我跟老闆請了兩小時假 明天見</p>	<p>Yes, I've asked the boss for a two-hour leave.</p>

再見	See you tomorrow. Bye.
明仔 爸爸 爸爸跟你一起跑步好嗎？ 好	Ming! Dad! What if we run together? Sure!
假期單位兩小時 迎合需要最合宜	Leave taken on a two-hour basis Best suits employees' needs
【主持部分】 其實兩小時可以完成很多事情 完成後還有時間上班 如果每次都要請一整天假 哪有這麼多假期？ 不用愁	【Host session】 Actually, you can get a lot of things done in two hours. There's still time for work afterwards. If you have to take a full day off every time, you can't afford it. Don't worry.
賽諾菲安萬特香港有限公司 讓員工以兩小時為單位請假 方便他們照顧家人 和處理私人事務	Sanofi Hong Kong allows its employees to take leave on a two-hour basis. This facilitates them to take care of their families and to handle their personal affairs.
【公司訪問部分】 我們是一家健康護理公司 除了着重員工身心發展外 我們相信對家庭的關顧也非常重要 我們容許員工有兩個小時的假期	【Interview with the Company session】 We are a healthcare company. Apart from emphasising the physical and mental wellness of our staff, we believe that caring for their families is also very important. We allow our staff to take leave on a two-hour basis.
小朋友唸幼稚園時的家長日	When my kids were in kindergarten, the

<p>通常會在平日的辦公時間舉行 所以，如果選四點左右的時段 我可以請假兩小時，就能出席家長日 我感謝公司有這個安排 因為我們的孩子還小 這樣讓我們可幫孩子溫習之餘 又可兼顧日間的工作</p>	<p>Parents' Day was usually held during office hours on weekdays. Therefore, if I choose a session around 4 pm on the Parent's Day, I can then take two hours off for it. I feel grateful to the company for such an arrangement. For people like us with young kids, not only does this allow us to help with their homework, we're also able to work during the daytime.</p>
<p>所以我覺得推出這些措施 能令員工的流失率 在過往三年相對下降</p>	<p>So I think the measures introduced have helped record a drop in staff turnover rate</p>
<p>從他們的微笑、行動 從他們對工作更加有拼勁來說 我相信這些都是很大的推動力 所以，如果有這個政策去配合 對於我們保留人才非常重要</p>	<p>comparatively in the past three years. As seen from their smiles, their action, and their growing enthusiasm at work, I believe the measures are a great driving force for them. Therefore, the policy in place is vital for us to retain talent.</p>
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<p>請即上家庭議會網頁 www.familycouncil.gov.hk 瀏覽更多與家庭有關的資訊</p>	<p>Please visit the Family Council website at www.familycouncil.gov.hk for more family-related information.</p>