

30 July 2004

Education Bureau Circular No. 8/2004

(Formerly referred as EMB Circular No. 8/2004)

Acting Appointment and Acting Allowance

[Note: This Circular should be read by -

- (a) Supervisors and Heads of all aided schools for action; and*
- (b) Supervisors and Heads of caput schools for information.]*

Summary

This circular reminds aided schools of the arrangements for making acting appointments for their teachers. It also sets out revised rules for granting acting allowance, effective from 1 September 2004. This circular supersedes Education and Manpower Bureau Circular No. 9/2000 dated 16 February 2000.

Details

2. The Civil Service Bureau has recently revised the rates of acting allowance. Accordingly, the arrangements regarding the grant of acting allowance for aided school teachers need to be revised. The arrangements for making acting appointments and granting acting allowances for aided school teachers are updated as follows -

- (i) An acting allowance will be granted only if a teacher has taken up an acting appointment for 30 calendar days or more. This minimum qualifying period applies to acting appointments at all eligible ranks. It shall include intervening Sundays and public holidays, and Sundays and public holidays immediately preceding and following the acting period. School holidays can be counted as qualifying period and attract acting allowances provided that the teachers concerned are required to perform duties of the acting posts during the holidays. Such qualifying period should be recognized and properly recorded by schools.
- (ii) The qualifying period may include up to a maximum of three days' leave or absence in total (excluding sick leave and absences for authorized training and duty) taken during the acting period. Leave and absences in excess of three days will not be counted as part of the qualifying period.^{Note}
- (iii) When a teacher acts in different ranks consecutively, each acting appointment should be counted individually and separately and cannot be aggregated for

^{Note} For example, if a teacher is appointed to act for 30 calendar days and takes four days of leave during the acting period, the whole acting period will not attract an acting allowance. This is because the number of qualifying days is only 29 and the minimum qualifying period cannot be fulfilled.

the purpose of meeting the minimum qualifying period for acting allowances.

- (iv) A teacher can only draw one acting allowance at any one time and schools should not make concurrent multiple acting appointments.
- (v) Acting appointments can be made on operational grounds even if no acting allowance is payable.
- (vi) All acting appointments, including those which have commenced before 1 September 2004 but have not yet been completed, will be subject to the following revised rates with effect from 1 September 2004 -
 - (a) **acting-up : 90%** of the difference in pay between the teacher's substantive salary and the minimum salary of the higher rank in which he/she is acting. For a teacher who takes up an acting-up appointment pending confirmation upon fulfillment of the necessary appointment requirements, or through a promotion/selection exercise subject to a period of observation before substantive appointment, the rate will be revised to 100% of the difference after the first 180 calendar days of acting. Detailed application of the 180-day criterion is set out at the **Appendix**.
 - (b) **doubling-up : 23%** of the minimum salary of the higher rank or 100% of the difference in pay between the teacher's substantive salary and the minimum salary of the higher rank in which he/she is acting, whichever is greater.
 - (c) The following transitional arrangements apply in the case of acting-up appointments -
 - A teacher who takes up an acting-up appointment pending confirmation upon fulfillment of the necessary appointment requirements, or through a promotion/selection exercise subject to a period of observation before substantive appointment, and has undertaken an acting-up appointment for a period of more than 180 calendar days on or before 1 September 2004 will be eligible for an acting-up rate at 100% of the difference in pay between the minimum pay of the acting post and the substantive pay of the teacher concerned with effect from 1 September 2004.
 - A teacher who takes up an acting-up appointment pending confirmation upon fulfillment of the necessary appointment requirements, or through a promotion/selection exercise subject to a period of observation before substantive appointment, but has only undertaken an acting-up appointment for a period of less than 180 calendar days as at 1 September 2004 will be eligible for an acting-up rate at 90% of the difference in pay between the minimum pay of the acting post and the substantive pay of the teacher concerned with effect from 1 September 2004. The rate will be revised to 100% of the difference after he/she has acted-up for a period of 180 calendar

days. The 180 calendar days will count from the date he/she first takes up the current acting-up appointment.

- A teacher who takes up an acting-up appointment to a post for administrative convenience when the post is left vacant due to wastage or the temporary absence of the substantive holder, etc. for meeting management or operational needs will be eligible for an acting-up rate at 90% of the difference in pay between the minimum pay of the acting post and the substantive pay of the teacher concerned with effect from 1 September 2004.

(d) Schools are required to use the attached **Forms I to III** as appropriate to inform the Education and Manpower Bureau for payment of acting allowances to aided school teachers under the salaries grant.

3. The relevant parts of Codes of Aid on acting appointments will be amended accordingly.

Enquiry

4. All enquiries should be directed to the respective School Development Officers.

Mrs Michelle WONG
for Permanent Secretary for Education and Manpower

Detailed application of the 180-day criterion in respect of acting-up arrangements

For a teacher who is to act-up in a post pending confirmation upon fulfillment of the necessary appointment requirements, or through a promotion/selection exercise subject to a period of observation before substantive appointment, the rate of acting allowance will be revised from 90% to 100% of the difference in pay between the teacher's substantive salary and the minimum salary of the acting post after his/her acting-up for the first 180 calendar days.

2. For a teacher who has commenced acting-up in a post for administrative convenience before he/she is subsequently appointed to the same acting post pending confirmation upon fulfillment of the necessary appointment requirements, or through a promotion/selection exercise subject to a period of observation before substantive appointment, the first 180 calendar days will count from the date he/she takes up the existing acting-up appointment.

3. For the purpose of calculating the first 180 days, any leave (including sick leave, maternity leave, study leave and unpaid leave) or authorized absence (including jury service, training and duty visit) lasting for a continuous period of less than 30 calendar days will be counted as part of the first 180 calendar days. If the leave or authorized absence lasts for a continuous period of 30 calendar days or more (irrespective of whether it constitutes a break in the acting appointment or not), it will not be counted as part of the first 180 calendar days. However, the acting period before and after such leave/authorized absence can be aggregated for calculating the first 180 calendar days.^{Note}

4. After the first 180 calendar days, any period of leave or authorized absence (irrespective of whether it constitutes a break in acting appointment or not) will be disregarded for the purpose of determining the rate of acting allowance.

^{Note} For example, if a Graduate Master in an aided secondary school is appointed to act-up in the rank of Senior Graduate Master on 1 March 2004 (Monday) pending confirmation upon acquiring the required years of teaching experience for the rank and takes 34 days of paid study leave from 31 May 2004 (Monday) to 3 July 2004 (Saturday), he will be eligible for an acting-up rate at 100% of the difference in pay on 3 October 2004 (Sunday). This is because the teacher has acted-up for 90 days before his leave (i.e. from 1 March 2004 to 29 May 2004 (Saturday)) and 90 days after his leave (i.e. from 5 July 2004 (Monday) to 2 October 2004 (Saturday)), making a total of 180 days on 2 October.

Original - Funds Section, Education Bureau
Duplicate - Respective Regional Education Office [Attn : SSDO()] Education Bureau
Triplicate - School's Record
* Please delete as appropriate
☐ "✓" as appropriate

Form I

Acting Appointment (for Substantive Appointment)

- ☆ Please complete one form for each acting appointment.
- ☆ Please read the attached Personal Information Collection Statement carefully before completing this form.
- ☆ Please ensure the content of this form is made known to the teacher and he/she has read the attached Personal Information Collection Statement.

School Name

School Code

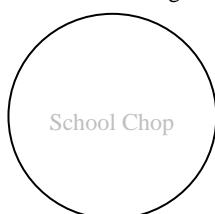
*.am
*.pm
*.Whole Day

[School's contact person and tel. no. (for enquiry by EDB in processing this form): _____]

The *School Management Committee/Incorporated Management Committee has approved the following acting appointment (Ref. No. and Date: _____)¹ and the consequential change in salary particulars:

Name of Teacher in English & Chinese	HKIC No. & SRN	Substantive Rank	Rank of Acting Appointment ²	Acting Period ^{1,3}		Acting Allowance ⁴
				From	To	
			<input type="checkbox"/> School Head	(dd/mm/yyyy)	(dd/mm/yyyy)	____% of difference between his/her substantive pay and MPS point ____

2. The Staff Establishment and Strength Table at the Annex indicates that a vacancy is available for the above acting appointment.
3. For acting appointment to the post of school head, please provide details of prior approval sought from Education Bureau (File Ref. No. and Date: _____).
4. I shall inform your Bureau accordingly once the above teacher is confirmed to substantive appointment¹ and shall also submit the 'Staff Promotion' form.
5. I undertake that if the above teacher's acting period cannot meet the requirements of qualifying period for granting acting allowance³ as specified in paragraph 2 of EDB Circular No. 8/2004, I shall advise the Funds Section of your Bureau promptly with a copy to the respective school development officer.
6. I confirm that the particulars in paragraphs 1 to 3 of this form are correct. I undertake that the acting appointment will not result in having the number of staff holding the posts at the promotion ranks in excess of our approved entitlement. I also undertake my School shall refund any over-payment of the salaries grant to the Education Bureau.



Signature of School Supervisor

Name of School Supervisor

Date

Note:

- 1 All the necessary procedures for promoting a teacher or making acting appointment should be completed before the effective date, including the approval by the SMC/IMC. Under normal circumstances, there should be no retrospective effect for the date of promotion and acting appointment.
- 2 For secondary schools, secondary special schools or the secondary section of combined level special schools, a full-time regular PGM/SGM/GM who has been recommended and approved to take up the functional duties of a higher office in the rank of PI/PII/PGM/SGM as appropriate on an acting basis for a qualifying period of not less than 30 calendar days will be entitled to draw an acting allowance.
- 3 If leave exceeding 3 consecutive working days affects the calculation of the qualifying period and/or involves the forfeiture of acting allowance for the whole period of leave of the teacher on the acting appointment to eligible ranks (including leave and intervening public holidays and Sundays), please inform this Bureau for adjustment of acting allowance by completing the Acting Appointment Form (Notification for Adjustment of Acting Allowance of Teacher on Acting Appointment Taking Leave/Absence for More than 3 Consecutive Days).
- 4 For details, please refer to the Appendix attached to EDB Circular No. 8/2004. Should there be a change in the acting up rate, please complete Acting Appointment Form (Notification of Change in Acting-up Rate from 90% to 100%).
- 5 Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade.
- 6 EDB will perform pre-processing entitlement checking on each acting appointment. If the acting appointment of staff would exceed the approved entitlement of teaching staff of the school on the relevant acting appointment date, no Salaries Grant with respect to that acting appointment will be paid to the school until the acting appointment is confirmed in order.

For Education Bureau Funds Section use only

Received on	Action	Initial	Date
	EDBSGS Input Prepared		
	EDBSGS Input Checked		

Personal Information Collection Statement

The personal data provided in this form will be used by the Education Bureau for one or more of the following purpose(s):

- (a) processing employment-related matters;
- (b) processing Salaries Grant payment and calculation of provident fund contribution and donation;
- (c) auditing;
- (d) conducting research and compiling statistics to facilitate planning of education services;
- (e) processing matters relating to the development of the education profession;
- (f) administering and enforcing the Education Ordinance and Regulations and the Grant/Subsidized Schools Provident Fund Rules (Cap. 279).

The provision of personal data by means of this form is obligatory. Failure to provide these data may affect the processing and outcome of your application.

The personal data collected in this form may be disclosed to other government bureaux/departments/agencies authorized to process such information for the purposes mentioned above.

You have a right to request access to and correction of your personal data as provided in Sections 18 and 22 and Data Protection Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. This is however subject to payment of a fee.

Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be made in writing to the respective Senior School Development Officer.

_____ School

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date): _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

	Head@ (Rank)	Deputy Head (SPSM)	PSM	APSM	AM	CM	PSM(CD)/ APSM(CD)	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	SGT (*school- based/ sponsor- based) (Rank)	APSM (additional posts for schools maintaining 30 students per class)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]	Sum of [a] to [l]	
(i) Teaching Staff Establishment														
(ii) Strength (before this acting appointment)														
(iii) No. of posts frozen (the frozen period)		()	()	()										
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch														
(v) Strength (after this acting appointment and include posts frozen) [(ii)+(iii)+(iv)]														

@ In appointing the above staff to act as the school head, this School has sought Education Bureau's prior approval. Please refer to para. 3 of this Acting Appointment Form for Approval File Ref. No. and Date.

* delete as appropriate

Remarks:

- Schools are required to complete the staff establishment and strength table for every acting appointment. For acting appointment of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant acting appointment forms in one batch.
- "Teaching Staff Establishment" includes all regular posts in the approved teaching staff establishment and paid out of Salaries Grant.
- "Strength" includes all posts filled in the staff establishment.
- "No. of posts frozen" includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ Others (if any). Please also provide "the frozen period" in "dd/mm/yyyy"

format, e.g. “01/09/2019-31/08/2020”, or enter “permanent” if the post is permanently frozen

5. Additional teaching posts in columns [g] to [l] are not included in the number of PSM and APSM posts in columns [c] and [d].
6. Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date): _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

	PI/PII @	PGM	SGM	GM	PAM	SAM	AM	CM	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	Grand Total Sum of [a] to [k]	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]		
(i) Teaching Staff Establishment													
(ii) Strength (before this acting appointment)													
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()									
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch													
(v) Strength (after this acting appointment and include posts frozen/encashed) [(ii)+(iii)+(iv)]													

@ In appointing the above staff to act as the school head, this School has sought Education Bureau's prior approval. Please refer to para. 3 of this Acting Appointment Form for Approval File Ref. No. and Date.

Remarks:

- Schools are required to complete the staff establishment and strength table for every acting appointment. For acting appointment of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant acting appointment forms in one batch.
- "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant. The "Fractional GM Post" should be included in the GM establishment.
- "Strength" includes all posts filled in the staff establishment.
- No. of posts frozen/ encashed" includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ encashment of additional teachers of English/ encashment of Fractional GM Post for claiming Fractional Post Cash Grant/ Others (if any). Please also provide "the frozen/ encashed period" in "dd/mm/yyyy" format, e.g. "01/09/2019-31/08/2020", or enter "permanent" if the post is permanently frozen.
- Additional teaching posts in columns [i] to [k] are not included in the number of SGM and GM posts in columns [c] and [d].
- Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date) : _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

Secondary Section

	Head@ (Rank)	PGM	SGM	GM	PAM	SAM	AM	CM	NET (Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	Sum of [a] to [i]	
(i) Teaching Staff Establishment											
(ii) Strength (before this acting appointment)											
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()							
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch											
(v) Strength (after this acting appointment and include posts frozen/encashed) [ii]+[iii]+[iv]											

Primary Section

	Head@ (Rank) (if appropriate)	Deputy Head (SPSM)	PSM	APSM	AM	CM	PSM(CD)/ APSM(CD)	NET (Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	Sum of [a] to [h]	
(i) Teaching Staff Establishment										
(ii) Strength (before this acting appointment)										
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()						
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch										
(v) Strength (after this acting appointment and include posts frozen/encashed) [ii]+[iii]+[iv]										

@ In appointing the above staff to act as the school head, this School has sought Education Bureau's prior approval. Please refer to para. 3 of this Acting Appointment Form for Approval File Ref. No. and Date.

Remarks:

- Schools are required to complete the staff establishment and strength table for every acting appointment. For acting appointment of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant acting appointment forms in one batch.
- "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant. The "Fractional GM/APSM Post" should be included in the GM/APSM establishment.
- "Strength" includes all posts filled in the staff establishment.
- "No. of posts frozen/encashed" includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ encashment of Fractional GM/APSM Post for claiming Fractional Post Cash Grant/ Others (if any). Please also provide "the frozen/encashed period" in "dd/mm/yyyy" format, e.g. "01/09/2019-31/08/2020", or enter "permanent" if the post is permanently frozen.
- Additional teaching posts in column [i] are not included in the number of SGM and GM posts in columns [c] and [d] of secondary section; while additional teaching posts in columns [g] and [h] are not included in the number of PSM and APSM posts in columns [c] and [d] of primary section.
- Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.

Original - Funds Section, Education Bureau
Duplicate - Respective Regional Education Office [Attn: SSDO()] Education Bureau
Triplicate - School's Record
 * Please delete as appropriate
☐ "✓" as appropriate and fill in the leave/absent period

Form II

Acting Appointment

Notification of Change in Acting-up Rate from 90% to 100%

- ☆ Please read the attached Personal Information Collection Statement carefully before completing this form.
- ☆ Please ensure the content of this form is made known to the teacher and he/she has read the attached Personal Information Collection Statement.

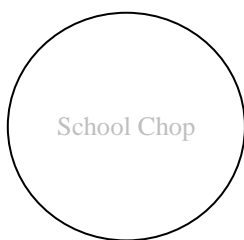
School Name School Code *,am
*,pm
*,Whole Day
[School's contact person and tel. no. (for enquiry by EDB in processing this form): _____]

I confirm that the following teacher, having fulfilled the requirements set out in EDB Circular No. 8/2004 in respect of *his/her acting appointment, is eligible for advancing the acting-up rate from 90% to 100% of the difference between *his/her substantive salary and the minimum salary of the higher rank in which *he/she continues to act till the end of this acting appointment as follows:

Name of Teacher in English & Chinese	HKIC No. & SRN	Substantive Rank	Rank of Acting Appointment	Start date of Acting period	Effective Date for 100% Acting-up Rate	End date of Acting period
				(dd/mm/yyyy)	(dd/mm/yyyy)	(dd/mm/yyyy)

☐ The above teacher has taken leave/ is absent lasting for a continuous period of 30 calendar days or more, from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy). I confirm that the above calculation of effective date for advancement of the acting-up rate to 100% has taken into consideration of the effect of such period of leave/ absence on the calculation of the first 180 calendar days as set out in the Appendix of the EDB Circular No. 8/2004.

Please revise the acting allowance for the above teacher accordingly.



Signature of School Supervisor _____

Name of School Supervisor _____

Date _____

Note: EDB will perform pre-processing entitlement checking on each acting appointment. If the acting appointment of staff would exceed the approved entitlement of teaching staff of the school on the relevant acting appointment date, no Salaries Grant with respect to that acting appointment will be paid to the school until the acting appointment is confirmed in order.

For Education Bureau Funds Section use only			
Received on	Action	Initial	Date
	EDBSGS Input Prepared		
	EDBSGS Input Checked		

Personal Information Collection Statement

The personal data provided in this form will be used by the Education Bureau for one or more of the following purpose(s):

- (a) processing employment-related matters;
- (b) processing Salaries Grant payment and calculation of provident fund contribution and donation;
- (c) auditing;
- (d) conducting research and compiling statistics to facilitate planning of education services;
- (e) processing matters relating to the development of the education profession;
- (f) administering and enforcing the Education Ordinance and Regulations and the Grant/Subsidized Schools Provident Fund Rules (Cap. 279).

The provision of personal data by means of this form is obligatory. Failure to provide these data may affect the processing and outcome of your application.

The personal data collected in this form may be disclosed to other government bureaux/departments/agencies authorized to process such information for the purposes mentioned above.

You have a right to request access to and correction of your personal data as provided in Sections 18 and 22 and Data Protection Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. This is however subject to payment of a fee.

Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be made in writing to the respective Senior School Development Officer.

Original - Funds Section, Education Bureau
Duplicate - Respective Regional Education Office [Attn: SSDO()] Education Bureau
Triplicate - School's Record
* Please delete as appropriate
☐ "✓" as appropriate

Form III

Acting Appointment for Administrative Convenience

- ☆ Please complete one form for each acting appointment.
- ☆ Please read the attached Personal Information Collection Statement carefully before completing this form.
- ☆ Please ensure the content of this form is made known to the teacher and he/she has read the attached Personal Information Collection Statement.

School Name

School Code

* am
* pm
* Whole Day

[School's contact person and tel. no. (for enquiry by EDB in processing this form): _____ /

The *School Management Committee / Incorporated Management Committee has approved the following acting appointment (Ref. No. _____) and Date: _____) ¹ and the consequential change in salary particulars.

Name of Teacher in English & Chinese	HKIC No. & SRN	Substantive Rank	Rank of Acting Appointment ²	Acting Period ^{1,3}		Acting Allowance
				From	To	
			<input type="checkbox"/> School Head	(dd/mm/yyyy)	(dd/mm/yyyy)	<input type="checkbox"/> Acting-up: ____% of difference between his/her substantive pay & MPS Pt. _____ ⁴ <input type="checkbox"/> Doubling-up ⁵ : 23% of the minimum salary of the higher rank or 100% of the difference in pay between the teacher's substantive salary and the minimum salary of the higher rank in which he/she is acting

2. For acting appointment to the post of school head, please provide details of prior approval sought from Education Bureau (File Ref. No. _____) and Date: _____).

3. The above acting appointment arises from:

☐ (a) the *sick / maternity / study / no-pay leave of *Mr/Ms _____, _____ (Rank of the teacher), for the period from ____/____/____ to ____/____/____ inclusive [Approval from EDB – File Ref. No. and Date: _____].

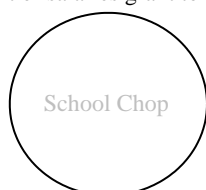
☐ (b) *unfilled promotion post / promotion post left vacant due to wastage⁶.

☐ (c) other reasons (please specify) _____
Approval from EDB – File Ref. No. and Date: _____].

4. The acting staff's functional responsibilities: _____

5. I undertake that if the above teacher's acting period cannot meet the requirements of qualifying period for granting acting allowance³ as specified in paragraph 2 of EDB Circular No. 8/2004, I shall advise the Funds Section of your Bureau promptly with a copy to the respective school development officer.

6. I confirm that the particulars in paragraphs 1 to 4 of this form are correct. I undertake that the acting appointment will not result in having the number of staff holding the posts at the promotion ranks in excess of our approved entitlement. I also undertake my School shall refund any over-payment of salaries grant to the Education Bureau.



Signature of School Supervisor _____

Name of School Supervisor _____

Date _____

Note:

- All the necessary procedures for making acting appointment should be completed before the effective date, including the approval by the SMC/IMC. Under normal circumstances, there should be no retrospective effect for the date of acting appointment.
- For secondary schools, secondary special schools or the secondary section of combined level special schools, a full-time regular PGM/SGM/GM or SAM who has been recommended and approved to take up the functional duties of a higher office in the rank of PI/PII/PGM/SGM or PAM as appropriate on an acting basis for a qualifying period of not less than 30 calendar days will be entitled to draw an acting allowance.
- If leave exceeding 3 consecutive working days affects the calculation of the qualifying period and/or involves the forfeiture of acting allowance for the whole period of leave of the teacher on the acting appointment to eligible ranks (including leave and intervening public holidays and Sundays), please inform this Bureau for adjustment of acting allowance by completing the Acting Appointment Form (Notification for Adjustment of Acting Allowance of Teacher on Acting Appointment Taking Leave/Absence for More than 3 Consecutive Days).
- Starting from the 2019/20 school year, if schools arrange a graduate teacher at basic rank to take up an acting-up appointment to a promotion post in the non-graduate grade for administrative convenience when the post is left vacant due to temporary absence of the substantive holder for a qualifying period of not less than 30 calendar days, the graduate teacher will be eligible for an acting-up rate at 90% of the difference in pay between the minimum pay of the acting post (i.e. corresponding promotional post in the graduate grade) and the substantive pay of the teacher concerned.
- For details, please refer to EDB Circular No. 8/2004 and the relevant Code of Aid.
- Starting from the 2019/20 school year, under the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts, in other words, there should not be acting appointment in the non-graduate grade due to unfilled/ vacant promotion posts.
- EDB will perform pre-processing entitlement checking on each acting appointment. If the acting appointment of staff would exceed the approved entitlement of teaching staff of the school on the relevant acting appointment date, no Salaries Grant with respect to that acting appointment will be paid to the school until the acting appointment is confirmed in order.

For Education Bureau Funds Section use only

Received on	Action	Initial	Date	Action	Initial	Date
	EDBSGS Input Prepared			EDBSGS Input Checked		

Personal Information Collection Statement

The personal data provided in this form will be used by the Education Bureau for one or more of the following purpose(s):

- (a) processing employment-related matters;
- (b) processing Salaries Grant payment and calculation of provident fund contribution and donation;
- (c) auditing;
- (d) conducting research and compiling statistics to facilitate planning of education services;
- (e) processing matters relating to the development of the education profession;
- (f) administering and enforcing the Education Ordinance and Regulations and the Grant/Subsidized Schools Provident Fund Rules (Cap. 279).

The provision of personal data by means of this form is obligatory. Failure to provide these data may affect the processing and outcome of your application.

The personal data collected in this form may be disclosed to other government bureaux/departments/agencies authorized to process such information for the purposes mentioned above.

You have a right to request access to and correction of your personal data as provided in Sections 18 and 22 and Data Protection Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. This is however subject to payment of a fee.

Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be made in writing to the respective Senior School Development Officer.