

Staff Relief Grant for Staff Taking Paid Maternity Leave: Examples

Monthly Salary Ranges (2018/19):

Teaching Staff	Salary Range (\$)
Teacher (basic rank) possessing Certificate in Early Childhood Education [C(ECE)] or above qualifications	21,680 – 38,550
Supporting Staff	Salary Range (\$)
Clerk	11,700 – 21,060
Janitor	11,700 – 15,210
Cook	14,040 – 16,390
Others (e.g. Teaching Assistant)	Determine the salary by making reference to the salary ranges for supporting staff

Daily Rates (2018/19):

Teaching Staff (Supply Teacher)	Daily rate (\$)
Possessing C(ECE) or above qualifications	943
Possessing other qualifications	357
Supporting Staff	Daily rate (\$)
Clerk / Janitor / Others (e.g. Teaching Assistant)	509
Cook	610

Example 1

Staff taking paid maternity leave (ML) (Note 1)			Substitute staff (Note 3 & Note 7)							
Name and Post	Monthly salary	Period of paid ML (Not more than 14 weeks)	Name of substitute staff	For supply teacher, possessing a Certificate in Early Childhood Education or above qualifications (Yes / No)	Substitute period From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)	Daily salary / Monthly salary (Note 4) (a)	Actual no. of working days / months (b)	Salary (Not including MPF contribution) (Note 8) (c)	Employer's contribution under the MPF Scheme (if applicable) (d)	Total amount (Note 5) (e)
Name AAA Post (Note 2): (a) [Teacher]	Monthly salary: \$ 23,000	From 01/03/2019 (dd/mm/yyyy) to 06/06/2019 (dd/mm/yyyy)	1. RRR	Yes	From 01/03/19 to 31/05/19 [Unable to recruit a suitable substitute staff from 1 - 6 June.]	Daily / Monthly* salary \$ 21,680	3 Months	\$65,040 [\$21,680 x 3]	\$3,252	\$68,292
Total:								\$65,040	\$3,252	\$68,292

Proportion of work in the KG portion joining the Scheme for the staff taking paid ML (Note 6): 100 %

Total amount applied: \$ 68,292 (Total of column(e)) x 100 %	\$68,292
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Example 2

Staff taking paid maternity leave (ML) (Note 1)			Substitute staff (Note 3 & Note 7)							
Name and Post	Monthly salary	Period of paid ML (Not more than 14 weeks)	Name of substitute staff	For supply teacher, possessing a Certificate in Early Childhood Education or above qualifications (Yes / No)	Substitute period From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)	Daily salary / Monthly salary (Note 4) (a)	Actual no. of working days / months (b)	Salary (Not including MPF contribution) (Note 8) (c)	Employer's contribution under the MPF Scheme (if applicable) (d)	Total amount (Note 5) (e)
Name BBB Post (Note 2): (b) [Clerk]	Monthly salary: \$ 13,000	From 29/01/2019 (dd/mm/yyyy) to 06/05/2019 (dd/mm/yyyy)	1. SSS	Not applicable	From 29/01/19 to 06/05/19	Daily / Monthly* salary \$ 13,000	29/01/19 to 31/01/19 = 3 days 01/02/19 to 30/04/19 = 3 months 01/05/19 to 06/05/19 = 6 days	\$42,846 [\$13,000 x 12 ÷ 365 x 3 = \$1,282] [\$13,000 x 3 = \$39,000] [\$13,000 x 12 ÷ 365 x 6 = \$2,564]	\$2,142	\$44,988
Total:								\$42,846	\$2,142	\$44,988

Proportion of work in the KG portion joining the Scheme for the staff taking paid ML (Note 6): 80 %

Total amount applied: \$ 44,988 (Total of column(e)) x 80 %	\$35,990
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Example 3

Example 3

Staff taking paid maternity leave (ML) (Note 1)			Substitute staff (Note 3 & Note 7)							
Name and Post	Monthly salary	Period of paid ML (Not more than 14 weeks)	Name of substitute staff	For supply teacher, possessing a Certificate in Early Childhood Education or above qualifications (Yes / No)	Substitute period From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)	Daily salary / Monthly salary (Note 4) (a)	Actual no. of working days / months (b)	Salary (Not including MPF contribution) (Note 8) (c)	Employer's contribution under the MPF Scheme (if applicable) (d)	Total amount (Note 5) (e)
Name _____ Post (Note 2): (a) [Senior Teacher]	Monthly salary: \$ <u>40,000</u>	From <u>15/03/2019</u> (dd/mm/yyyy) to <u>20/06/2019</u> (dd/mm/yyyy)	1. TTT	Yes	From <u>15/03/19</u> to <u>14/05/19</u> [TTT was originally employed for the whole period of ML but she resigned after working for 2 months.]	Daily / Monthly* salary \$ <u>30,000</u>	15/03/19 to 31/3/19 = 17 days 01/04/19 to 30/04/19 = 1 months 01/05/19 to 14/05/19 = 14 days	\$60,575 [\$30,000 x 12 ÷365x17=\$16,767] [\$30,000 x 1 = \$30,000] [\$30,000 x 12 ÷365x14=\$13,808]	\$3,029	\$63,604
			2. UUU	Yes	From <u>15/05/19</u> to <u>20/06/19</u> [7 June was a public holiday.]	Daily / Monthly* salary \$ <u>943</u>	Actual working days: 26 days	\$24,518 [\$943 x 26]	\$Not applicable [Employment period is less than a continuous of 60 calendar days.]	\$24,518
			Total:							\$85,275

Proportion of work in the KG portion joining the Scheme for the staff taking paid ML (Note 6): 100 %

Total amount applied: \$ <u>88,122</u> (Total of column(e)) x <u>100</u> %	\$88,122
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Example 4

Staff taking paid maternity leave (ML) (Note 1)			Substitute staff (Note 3 & Note 7)							
Name and Post	Monthly salary	Period of paid ML (Not more than 14 weeks)	Name of substitute staff	For supply teacher, possessing a Certificate in Early Childhood Education or above qualifications (Yes / No)	Substitute period From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)	Daily salary / Monthly salary (Note 4) (a)	Actual no. of working days / months (b)	Salary (Not including MPF contribution) (Note 8) (c)	Employer's contribution under the MPF Scheme (if applicable) (d)	Total amount (Note 5) (e)
Name DDD Post (Note 2): (d) [Teaching Assistant]	Monthly salary: \$ 17,600	From 15/04/2019 (dd/mm/yyyy) to 21/07/2019 (dd/mm/yyyy)	1. VVV	Not applicable	From 29/04/19 to 12/07/19 [Unable to recruit a suitable substitute staff from 15-17 April.] [18-28 April was school Easter holiday.] [1 May, 13 May and 7 June & 1 July were public holidays.] [School summer holiday started from 13 July.]	Daily salary * salary \$ 509	Actual working days: 51 days	\$25,959 [\$509 X 51]	\$1,298 [Employment period is more than a continuous of 60 calendar Days.]	\$27,257
Total:								\$25,959	\$1,298	\$27,257

Proportion of work in the KG portion joining the Scheme for the staff taking paid ML (Note 6): 100 %

Total amount applied: \$ <u>27,257</u> (Total of column(e)) x <u>100</u> %	\$27,257
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