

**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)			Substitute staff (Note 2)							
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 3)  (a)	Actual no. of working days / months  (b)	Salary (Not including MPF contribution)  (c)	Employer's contribution under the MPF Scheme (if applicable)  (d)	Total amount (Note 4)  (e)
Name AAA	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
Post (Note 1): (a) [Teacher]										
Total of column(e):										\$68,292

Proportion of work in the KG portion joining the Scheme for the staff taking paid ML (Note 5): 100 %

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

Staff taking paid maternity leave (ML)			Substitute staff (Note 2)							
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 3)  (a)	Actual no. of working days / months  (b)	Salary (Not including MPF contribution)  (c)	Employer's contribution under the MPF Scheme (if applicable)  (d)	Total amount (Note 4)  (e)
Name BBB  Post (Note 1): <u>(b) [Clerk]</u>	Monthly salary: \$ 13,000	From <u>29/01/2019</u> (dd/mm/yyyy)  to <u>06/05/2019</u> (dd/mm/yyyy)	1. SSS	Not applicable	From <u>29/01/19</u> to <u>06/05/19</u>	<del>Daily</del> Monthly* salary \$ <u>13,000</u>	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 of column(e):										\$44,988

Proportion of work in the KG portion joining the Scheme for the staff taking paid ML (Note 5): 80 %

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

Staff taking paid maternity leave (ML)			Substitute staff (Note 2)							
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 3)  (a)	Actual no. of working days / months  (b)	Salary (Not including MPF contribution)  (c)	Employer's contribution under the MPF Scheme (if applicable)  (d)	Total amount (Note 4)  (e)
Name CCC  Post (Note 1):  (a) [Senior Teacher]	Monthly salary: \$ 40,000	From 15/03/2019 (dd/mm/yyyy)  to 20/06/2019 (dd/mm/yyyy)	1. TTT	Yes	From 15/03/19 to 14/05/19 [TTT was originally employed for the whole period of ML but she resigned after working for 2 months.]	Daily/ Monthly* salary \$ 30,000	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 15/05/19 to 20/06/19 [7 June was a public holiday.]	Daily/ Monthly* salary \$ 943	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 of column(e):									\$88,122	

Proportion of work in the KG portion joining the Scheme for the staff taking paid ML (Note 5): 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)			Substitute staff (Note 2)							
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 3)  (a)	Actual no. of working days / months  (b)	Salary (Not including MPF contribution)  (c)	Employer's contribution under the MPF Scheme (if applicable)  (d)	Total amount (Note 4)  (e)
Name <u>DDD</u>  Post (Note 1): <u>(d) [Teaching Assistant]</u>	Monthly salary: \$ <u>17,600</u>	From <u>15/04/2019</u> (dd/mm/yyyy)  to <u>21/07/2019</u> (dd/mm/yyyy)	1. VVV	Not applicable	From <u>29/04/19</u> to <u>12/07/19</u> [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/ Monthly * salary \$ <u>509</u>	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 of column(e):										\$27,257

Proportion of work in the KG portion joining the Scheme for the staff taking paid ML (Note 5): 100 %

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