

Name of Teacher: _____ SRN: _____

D. Qualifying Period to Acting Appointment

- Leave/Absence of the teacher **will / will not*** be counted as part of the qualifying period to attract acting allowance.³
- Leave/Absence of the teacher **will / will not*** result in non-fulfillment of the minimum qualifying period to attract acting allowance.⁴

Section II (To be completed by the school. Please ensure that the content of this section is made known to the teacher.)

E. Recovery of Acting Allowance

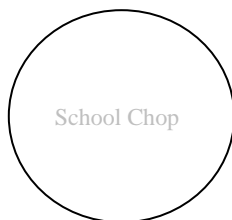
With reference to Section I of this form, my school

- shall refund any acting allowance for the whole period of leave of the teacher on the acting appointment to eligible rank (including leave and intervening public holidays and Sundays) which **had been paid** to the teacher taking leave exceeding 3 consecutive working days.
- shall refund the teacher's acting allowance for the whole acting period as the leave/absence of the teacher results in non-fulfillment of the minimum qualifying period to attract acting allowance.

I should be grateful for Education Bureau (EDB) to adjust the amount of acting allowance of the relevant teacher accordingly.

Section III

I have checked the completeness of Sections I and II and verified the information in accordance with the requirements of the relevant Code of Aid and EDBC No. 8/2004 "Acting Appointment and Acting Allowance". I confirm that the information in Sections I and II of this form is correct. I have informed the above teacher of the effect of the leave/absence on the calculation of the qualifying period and the acting allowance. I also undertake my School shall refund any over-payment of Salaries Grant to the EDB.



Signature of School Supervisor _____

Name of School Supervisor _____

Date _____

Note :

- ¹ Leave exceeding 3 consecutive working days involves the forfeiture of acting allowance for the whole period of leave of the teachers on the acting appointment to eligible ranks (including leave and intervening public holidays and Sundays).
- ² Schools are required to follow EDB Circular No. 1/2006 and its Annex "Guidelines for Granting of Leave", No. 16/2015 (applicable to paternity leave) and No. 16/2018 (applicable to extended maternity leave) when granting leave.
- ³ Leave and/or absence exceeding 3 days (excluding sick leave and absence for authorised training and duty) taken by the teachers on acting appointment to eligible ranks during the acting period is not counted as part of the qualifying period.
- ⁴ A teacher who has taken up an acting appointment at eligible ranks for 30 consecutive calendar days or above is entitled to draw an acting allowance.

Section IV (to be completed by Education Bureau)

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

(November 2019)

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.