

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

### Acting Appointment

## Notification for Adjustment of Acting Allowance of Teacher on Acting Appointment Taking Leave/Absence for More than 3 Consecutive Days

- ☆ 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.
- ☆ For enquiries in completing this form, please contact the respective School Development Officers.

School Name

[Name of school's contact person (for enquiry by EDB in processing this form) : \_\_\_\_\_ ]

School Code     \* .am  
\* .pm  
\* .Whole Day

School Telephone No.

Name of Teacher  (Chinese)

HKIC No.         ( )

(English)

SRN

### **Section I** (to be completed by the school)

#### **A. Particulars for Acting Appointment**

Substantive Rank :	Rank of Acting Appointment :
Acting Period : From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)	

#### **B. Particulars for Forfeiture of Acting Allowance**

Period of Leave/Absence <sup>1</sup> :
From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy) ( _____ days)

#### **C. Nature of Leave/Absence<sup>2</sup>**

Leave/Absence Reason Code <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>		
<b>01</b> Paid sick leave	<b>02</b> No-pay sick leave	<b>03</b> Paid maternity/special tuberculosis leave
<b>04</b> No-pay maternity/special tuberculosis leave	<b>05</b> Paid paternity leave	<b>06</b> Paid study leave
<b>07</b> No-pay study leave	<b>08</b> Paid leave for juror or witness service	<b>09</b> Other type of no-pay leave
<b>10</b> Other type of paid leave		

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.<sup>3</sup>
- Leave/Absence of the teacher **will / will not\*** result in non-fulfillment of the minimum qualifying period to attract acting allowance.<sup>4</sup>

**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**

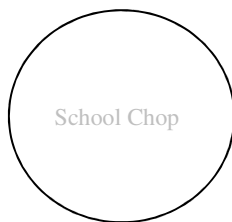
With reference to Section I of this form, my school

- 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 :**

- <sup>1</sup> 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).
- <sup>2</sup> 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.
- <sup>3</sup> 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.
- <sup>4</sup> 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		

## **Personal Information Collection Statement**

### **Purpose of Collection**

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of notification of employment-related matters, payment of Salaries Grant and other government funding, and calculating of provident fund contribution and donation;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the notification mentioned in (a) above;
  - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
  - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications; and
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
  
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

### **Classes of Transferees**

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
  - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
  - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
  - (c) where you have given your prescribed consent to such disclosure; and
  - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

### **Access to Personal Data**

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (<https://www.edb.gov.hk/en/contact-us/reo.html>) or email to [edbinfo@edb.gov.hk](mailto:edbinfo@edb.gov.hk).