

SAMPLE

(For the reference of schools which have not yet established an IMC)

Date:

To: Senior School Development Officer, Regional Education Office

Duplicate : Senior Accounting Officer (Funds), Finance Division

Triplicate : The school *head/teacher taking leave

* Delete whichever is inappropriate

“✓” as appropriate

Dear Sir/Madam,

No Pay Leave for School Head/Teachers

Name of School:

Name of *Head/Teacher: _____

I refer to the application for no-pay leave by *Mr/Ms _____,
(rank) _____ of my school dated _____.

I wish to inform you that *Mr/Ms _____ *has applied for/has been
granted no-pay leave of _____ day(s) from _____ to _____ inclusive ^{Note 1} on
ground of:

- a. *sick/maternity/special tuberculosis leave.
- b. study leave for attending education-related course(s). (Please specify)
The course name: _____
The organizing institution: _____
- c. leave due to poor health condition with medical documentary proof.
- d. leave for alleviating the redundancy problem of *my school/another school under
the same sponsor. ^{Note 2}
(please specify the name of the other school: _____)
- e. other leave for reasons of personal affairs.
(please specify the reason: _____)

^{Note 1} When the last day of no-pay leave is followed by a Sunday or a gazetted public holiday, such Sunday or gazetted public holiday will be regarded as an extension of the period of no-pay leave. When the last day of such no-pay leave is followed by the major school holidays, i.e. Christmas Holiday, Chinese New Year Holiday, Easter Holiday and Summer Vacation, payment of salary will resume on the day the staff reports to school for duty. In this connection, the teacher concerned should also include the day(s) which is/are regarded as an extension of the no-pay leave period in his/her application.

^{Note 2} Prior confirmation from school's respective School Development Officer is required.

In view of the fact that *Mr/Ms _____ *has applied for/has been granted _____ day(s) of no-pay leave, his/her incremental date *will be adjusted upon approval/is adjusted to the first of _____.

I have checked the relevant documentary proof provided by *Mr/Ms _____ and:

- confirm valid. [applicable to the type of leave stated in (a) only]
- confirm valid. The documentary proof is attached with this form for your further processing of this application. Besides, I have also informed *Mr/Ms _____ that he/she should report to school for duty on the day following the last day of such no-pay leave to resume the payment of salary. [applicable to types of leave stated in (b) to (e) only]

I should be grateful if you would *give approval to the above leave application and keeping open the provident fund account/give approval to keeping open the provident fund account of *Mr/Ms _____ from _____ to _____ inclusive as a result of his/her taking no-pay leave during the above-mentioned period. His/Her leave will not be counted as continuous contributory service for provident fund purposes.

I understand that schools should take own responsibility to fulfill all statutory requirements, including meeting any possible expenditure arising from the no-pay leave of the teaching staff concerned, such as the expenses arising from statutory holidays ^{Note 3}.

Yours sincerely,

(_____)
School Supervisor

(Revised in September 2018)

^{Note 3} For meeting statutory requirements arising from no-pay leave of (a) to (d), aided schools are reminded to refer to the EDB Circular Memorandum on “Operating Expenses Block Grant (OEBG), Expanded Operating Expenses Block Grant (EOEBG) and Composite Furniture and Equipment Grant for Aided Schools” of the school year and the User Guide of OEBG uploaded on EDB Homepage.

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Dear Sir/Madam,

No-pay Leave for School Head/Teachers

Name of School:

Name of *Head/Teacher: _____

I refer to the application for no-pay leave by *Mr/Ms _____,
(rank) _____ of my school dated _____.

I wish to inform you that approval has been given to *Mr/Ms _____
to take no-pay leave of _____ day(s) from _____ to _____ inclusive ^{Note 1} on
ground of:

(a) *sick/maternity/special tuberculosis leave.

(b) study leave for attending education-related course(s). (please specify)

The course name: _____

The organizing institution: _____

(c) leave due to poor health condition with medical documentary proof.

(d) leave for alleviating the redundancy problem of *my school/another school under
the same sponsor. ^{Note 2}

(please specify the name of the other school: _____)

(e) other leave for reasons of personal affairs.

(please specify the reason: _____)

^{Note 1} When the last day of no-pay leave is followed by a Sunday or a gazetted public holiday, such Sunday or gazetted public holiday will be regarded as an extension of the period of no-pay leave. When the last day of such no-pay leave is followed by the major school holidays, i.e. Christmas Holiday, Chinese New Year Holiday, Easter Holiday and Summer Vacation, payment of salary will resume on the day the staff reports to school for duty. In this connection, the teacher concerned should also include the day(s) which is/are regarded as an extension of the no-pay leave period in his/her application.

^{Note 2} Prior confirmation from school's respective School Development Officer is required.

In view of the fact that *Mr/Ms _____ has been granted _____ day(s) of no-pay leave, his/her incremental date will be adjusted to the first of _____.

I have checked the relevant documentary proof provided by *Mr/Ms _____ and:

- confirm valid. [applicable to the type of leave stated in (a) only]
- confirm valid. I understand that EDB may request my school to provide the documentary proof in respect of the above no-pay leave. Besides, I have also informed *Mr/Ms _____ that he/she should report to school for duty on the day following the last day of such no-pay leave to resume the payment of salary. [applicable to types of leave stated in (b) to (e) only]

I should be grateful if you would give approval to *Mr/Ms _____ for keeping open his/her provident fund account from _____ to _____ inclusive as a result of his/her taking no-pay leave during the above-mentioned period. His/Her leave will not be counted as continuous contributory service for provident fund purposes.

I also understand that schools should take own responsibility to fulfill all statutory requirements, including meeting any possible expenditure arising from the no-pay leave of the teaching staff concerned, such as the expenses arising from statutory holidays ^{Note 3}.

Yours sincerely,

(_____)
School Supervisor

(Revised in September 2018)

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