

Information regarding AAA, the serving contract teacher:

**Example 1**

- She has completed not less than 40 weeks of continuous service in the school immediately before the commencement of her maternity leave.
- She is remunerated under the Capacity Enhancement Grant (CEG) with a monthly salary of \$36,665.
- Her expected date of confinement is 19 March 2019 and actual date of confinement is 15 March 2019.
- She chooses to start taking maternity leave two weeks before her expected date of confinement. The 14-week paid maternity leave covers the period from 5 March 2019 to 10 June 2019.
- The school employs TTT as the supply staff on a monthly-paid basis during the 14-week paid maternity leave of AAA.
- Conclusion: The school is **eligible** for the Additional Substitute Staff Grant.

### Application for Additional Substitute Staff Grant for Aided Schools

(Applicable for employment of supply staff to cover the 14-week paid maternity leave of contract staff remunerated under the EDB's cash grants)

**Part A Particulars of the serving contract staff and supply staff** (please separately provide details of monthly-paid and daily-rated supply staff in Table I and Table II below)

#### I. Monthly-paid supply staff

Particulars of serving contract staff taking 14-week paid maternity leave			Particulars of all <b>monthly-paid supply staff</b> substituting the serving contract staff taking additional 4-week paid maternity leave [i.e. column (a) of this form]							Amount of Grant		
Name	Leave period		Salary details of the additional 4-week maternity leave [should only take into account salaries payable under the EDB's cash grants] (b)	Name of supply staff	Substitution period [should be within the dates stated in column (a)]		Percentage of full-time job (c)	Monthly salary \$	Number of calendar days working as supply staff		Salary amount \$ (d)	MPF subsidy \$ (e)
	First 10 weeks From D/M/Y To D/M/Y	Additional 4 weeks From D/M/Y To D/M/Y (a)			From D/M/Y	To D/M/Y						
AAA # Teaching staff/ <del>non-teaching staff</del>	5/3/2019 – 13/5/2019	14/5/2019 – 10/6/2019	Monthly salary: \$ 36,665 (May-June)	1. TTT	14/5/2019	10/6/2019	100%	33,290 <sup>@1</sup>	28 <sup>@2</sup>	30,645 <sup>@3</sup>	1,381 <sup>@4</sup>	32,026
			Rank: GM									

<sup>@1</sup> The monthly salary of TTT should not exceed the monthly salary of AAA [i.e. \$36,665 in column (b)].

<sup>@2</sup> The number of calendar days covered by TTT's substitution between 14 May 2019 and 10 June 2019 (both days inclusive) is 28 days. The total number of calendar days covered by the substitution in this column should not exceed 28 days.

<sup>@3</sup> The salary derived on a pro rata basis according to the number of calendar days covered by the substitution is \$30,645 [(\$33,290 x 12 months / 365 days) x 28 days], rounded to the nearest integer.

<sup>@4</sup> Since TTT's substitution reaches 60 calendar days or more, the school is required to contribute to the MPF for TTT and may apply for the MPF subsidy. The calculation of the MPF subsidy is either 5% of the relevant income [i.e. column (d)] or the amount subject to maximum income level as calculated on a pro rata basis according to 28 days [\$1,381 = \$1,500 per month (current maximum level of monthly contribution) x 12 months / 365 days x 28 days], rounded to the nearest integer.

			Percentage of full-time job: 100%	3.								
			Funding source for salaries: CEG									
									Total number of days	28 days	Total amount	\$ 32,026

**II. Daily-rated supply staff**

Particulars of <b>serving contract staff</b> taking 14-week paid maternity leave				Particulars of all <b>daily-rated supply staff</b> substituting the serving contract staff taking additional 4-week paid maternity leave [i.e. column (g) of this form]							Amount of Grant	
Name	Leave period		Salary details of the additional 4-week maternity leave <i>[should only take into account salaries payable under the EDB's cash grants] (h)</i>	Name of supply staff	Substitution period <i>[should be within the dates stated in column (g)]</i>		Percentage of full-time job  (i)	Daily rate  \$	Number of actual working days	Salary amount  \$ (j)	MPF subsidy  \$ (k)	\$ (l) = (j) + (k)
	First 10 weeks From D/M/Y To D/M/Y	Additional 4 weeks From D/M/Y To D/M/Y (g)			From D/M/Y	To D/M/Y						
# Teaching staff/ non-teaching staff			Monthly salary: \$ _____ (month: )	1.								
			[Converted average daily wage: \$ _____ ]									
			Rank: _____	2.								
			Percentage of full-time job: _____	3.								
			Funding source for salaries: _____									
									Total number of days	days	Total amount	\$

**Part B Amount claimed and supplementary information**

- (i) During the 14-week paid maternity leave taken by the serving contract staff, the # ~~School Management Committee~~/Incorporated Management Committee:  
 has continuously employed supply staff for 14 weeks to take up the duties that would otherwise be performed by the serving contract staff.
- (ii) # The ~~School Management Committee~~/Incorporated Management Committee applies to the EDB for reimbursement of \$ 32,026 under the Additional Substitute Staff Grant [the sum of the amounts stated in column (f) and column (l) in principle] to cover on an accountable basis the salary expenditure of supply staff incurred by the additional four-week paid statutory maternity leave taken by the serving contract staff (i.e. up to 28 days).

Information regarding BBB, the serving contract teacher:

**Example 2**

- She has completed not less than 40 weeks of continuous service in the school immediately before the commencement of her maternity leave.
- She is remunerated under the Teacher Relief Grant (TRG).
- Her expected date of confinement is 3 January 2019 and actual date of confinement is 2 January 2019.
- She chooses to start taking maternity leave two weeks before her expected date of confinement. The 14-week paid maternity leave covers the period from 20 December 2018 to 27 March 2019.
- Her monthly salary is \$38,490 and is raised to \$40,420 on 1 March 2019. In other words, she is granted a salary increment during the additional four-week paid maternity leave.
- The school employs UUU as the supply staff on a monthly-paid basis with a monthly salary of \$39,000 during the 14-week paid maternity leave of BBB.
- Conclusion: The school is eligible for the Additional Substitute Staff Grant.

### Application for Additional Substitute Staff Grant for Aided Schools

(Applicable for employment of supply staff to cover the 14-week paid maternity leave of contract staff remunerated under the EDB's cash grants)

**Part A Particulars of the serving contract staff and supply staff** (please separately provide details of monthly-paid and daily-rated supply staff in Table I and Table II below)

#### I. Monthly-paid supply staff

Particulars of serving contract staff taking 14-week paid maternity leave			Particulars of all <b>monthly-paid supply staff</b> substituting the serving contract staff taking additional 4-week paid maternity leave [i.e. column (a) of this form]							Amount of Grant	
Name	Leave period		Salary details of the additional 4-week maternity leave <i>[should only take into account salaries payable under the EDB's cash grants]</i> (b)	Name of supply staff	Substitution period <i>[should be within the dates stated in column (a)]</i>		Percentage of full-time job  (c)	Monthly salary  \$	Number of calendar days working as supply staff		Salary amount  \$ (d)
	First 10 weeks From D/M/Y To D/M/Y	Additional 4 weeks From D/M/Y To D/M/Y (a)			From D/M/Y	To D/M/Y					
BBB # Teaching staff/ non-teaching-staff	20/12/2018 – 27/2/2019	28/2/2019 –	Monthly salary: \$ 38,490 (Feb)	1. UUU	28/2/2019	28/2/2019	100%	38,490 <sup>@1</sup>	1 <sup>@2</sup>	1,265 <sup>@3</sup>	1,381 <sup>@4</sup>
		27/3/2019	\$ 40,420 (Mar)								
			Rank: GM	2. UUU	1/3/2019	27/3/2019	100%	39,000 <sup>@1</sup>	27 <sup>@2</sup>	34,619 <sup>@3</sup>	
											\$ (f) = (d) + (e)  37,265

<sup>@1</sup> Since BBB's additional four-week maternity leave straddles across two calendar months (February and March) and the salary for these two calendar months varies, the monthly salary of UUU in February and March should not exceed BBB's corresponding monthly salary for these two calendar months [i.e. \$38,490 for February and \$40,420 for March in column (b)]. In view that UUU receives a monthly salary of \$39,000 from the school and this amount exceeds BBB's monthly salary for February (i.e. \$38,490), the amount of reimbursement that the school may claim for the monthly salary paid to UUU in February should be adjusted to \$38,490, while the amount of reimbursement that the school may claim for the monthly salary paid to UUU in March is not affected.

<sup>@2</sup> The number of calendar days covered by UUU's substitution between 28 February 2019 and 27 March 2019 (both days inclusive) is 28 days. The total number of calendar days covered by substitution in this column should not exceed 28 days.

<sup>@3</sup> The salary derived on a pro rata basis according to the number of calendar days covered by substitution is \$1,265 [(\$38,490 x 12 months / 365 days) x 1 day] and \$34,619 [(\$39,000 x 12 months / 365 days) x 27 days], rounded to the nearest integer.

<sup>@4</sup> Since UUU's substitution reaches 60 calendar days or more, the school is required to contribute to the MPF for UUU and may apply for the MPF subsidy. The calculation of the MPF subsidy is either 5% of the relevant income [i.e. column (d)] or the amount subject to maximum income level as calculated on a pro rata basis according to 28 days [\$1,381 = \$1,500 per month (current maximum level of monthly contribution) x 12 months / 365 days x 28 days], rounded to the nearest integer.

		Percentage of full-time job: 100%	3.										
		Funding source for salaries: TRG											
Total number of days										28 days	Total amount		\$ 37,265

**II. Daily-rated supply staff**

Particulars of <b>servicing contract staff</b> taking 14-week paid maternity leave			Particulars of all <b>daily-rated supply staff</b> substituting the serving contract staff taking additional 4-week paid maternity leave [i.e. column (g) of this form]								Amount of Grant	
Name	Leave period		Salary details of the additional 4-week maternity leave <i>[should only take into account salaries payable under the EDB's cash grants]</i> (h)	Name of supply staff	Substitution period <i>[should be within the dates stated in column (g)]</i>		Percentage of full-time job (i)	Daily rate \$	Number of actual working days	Salary amount \$ (j)		MPF subsidy \$ (k)
	First 10 weeks From D/M/Y To D/M/Y	Additional 4 weeks From D/M/Y To D/M/Y (g)			From D/M/Y	To D/M/Y						
# Teaching staff/ non-teaching staff			Monthly salary: \$ _____ (month: )	1.								
			Converted average daily wage: \$ _____ ]									
			Rank:	2.								
			Percentage of full-time job:	3.								
		Funding source for salaries :										
Total number of days									days	Total amount		\$

**Part B Amount claimed and supplementary information**

- (i) During the 14-week paid maternity leave taken by the serving contract staff, the # ~~School Management Committee~~ / Incorporated Management Committee:
- has continuously employed supply staff for 14 weeks to take up the duties that would otherwise be performed by the serving contract staff.
- (ii) # The ~~School Management Committee~~ / Incorporated Management Committee applies to the EDB for reimbursement of \$ 37,265 under the Additional Substitute Staff Grant [the sum of the amounts stated in column (f) and column (l) in principle] to cover on an accountable basis the salary expenditure of supply staff incurred by the additional four-week paid statutory maternity leave taken by the serving contract staff (i.e. up to 28 days).

Information regarding CCC, the serving contract teacher:

**Example 3**

- She has completed not less than 40 weeks of continuous service immediately in the school before the commencement of her maternity leave.
- She is remunerated under the Expanded Operating Expenses Block Grant (EOEBG) with a monthly salary of \$42,330.
- Her expected date of confinement is 1 January 2019 and actual date of confinement is 30 December 2018.
- She chooses to start taking maternity leave three weeks before her expected date of confinement. The 14-week paid maternity leave covers the period from 11 December 2018 to 18 March 2019.
- During the 14-week paid maternity leave of CCC, the school first employs VVV as supply staff on a monthly-paid basis from 11 December 2018 to 14 March 2019 and then SSS on a daily-rated basis on 15 and 18 March 2019 [supply staff not needed on 16 March (Saturday) and 17 March (Sunday) as no teaching duties are involved on these two days].
- Conclusion: The school is eligible for the Additional Substitute Staff Grant and both (I) and (II) under Part A should be completed.

### Application for Additional Substitute Staff Grant for Aided Schools

(Applicable for employment of supply staff to cover the 14-week paid maternity leave of contract staff remunerated under the EDB's cash grants)

**Part A Particulars of the serving contract staff and supply staff** (please separately provide details of monthly-paid and daily-rated supply staff in Table I and Table II below)

#### I. Monthly-paid supply staff

Particulars of serving contract staff taking 14-week paid maternity leave			Particulars of all <b>monthly-paid supply staff</b> substituting the serving contract staff taking additional 4-week paid maternity leave [i.e. column (a) of this form]								Amount of Grant	
Name	Leave period		Salary details of the additional 4-week maternity leave <i>[should only take into account salaries payable under the EDB's cash grants] (b)</i>	Name of supply staff	Substitution period <i>[should be within the dates stated in column (a)]</i>		Percentage of full-time job  (c)	Monthly salary  \$	Number of calendar days working as supply staff	Salary amount  \$ (d)		MPF subsidy  \$ (e)
	First 10 weeks From D/M/Y To D/M/Y	Additional 4 weeks From D/M/Y To D/M/Y (a)			From D/M/Y	To D/M/Y						
CCC	11/12/2018 – 18/2/2019	19/2/2019 – 18/3/2019	Monthly salary: \$ 42,330 (Feb-Mar)  Rank: APSM  Percentage of full-time job: 100%	1. VVV	19/2/2019	14/3/2019	100%	28,725 <sup>@1</sup>	24 <sup>@2</sup>	22,665 <sup>@3</sup>	1,133 <sup>@4</sup>	23,798
# Teaching staff/ non-teaching-staff				2.								

<sup>@1</sup> The monthly salary of VVV should not exceed the monthly salary of CCC [i.e. \$42,330 in column (b)].

<sup>@2</sup> The number of calendar days covered by VVV's substitution between 19 February 2019 and 14 March 2019 (both days inclusive) is 24 days. Since both monthly-paid and daily-rated supply staff are employed by the school, the total number of calendar days covered by substitution in this column should be read together with (II) under Part A. The total number of days covered by the substitution of all supply staff should not exceed 28 days.

<sup>@3</sup> The salary derived on a pro rata basis according to the number of calendar days covered by the substitution is \$22,665 [(\$28,725 x 12 months / 365 days) x 24 days], rounded to the nearest integer.

<sup>@4</sup> Since VVV's substitution reaches 60 calendar days or more, the school is required to contribute to the MPF for VVV and may apply for the MPF subsidy for the contribution amount. The calculation of the MPF subsidy is either 5% of the relevant income [i.e. column (d)] or the amount subject to maximum income level as calculated on a pro rata basis according to 28 days [\$1,381 = \$1,500 per month (current maximum level of monthly contribution) x 12 months / 365 days x 28 days], rounded to the nearest integer.



**Example 4**

Information regarding DDD, the serving non-teaching staff:

- She has completed not less than 40 weeks of continuous service in the school immediately before the commencement of her maternity leave.
- She is remunerated under the Administration Grant.
- Her expected date of confinement is 15 February 2019 and actual date of confinement is 6 February 2019.
- She chooses to start taking maternity leave two weeks before her expected date of confinement. The 14-week paid maternity leave covers the period from 1 February 2019 to 9 May 2019.
- Her monthly salary is \$22,865 and is raised to \$24,270 on 1 May 2019. In other words, she is granted a salary increment during her additional four-week paid maternity leave.

The school has employed two persons as supply staff to take up the duties that would otherwise be performed by the serving contract staff but the substitution period is less than 14 weeks.

- During the 14-week paid maternity leave of DDD, no supply staff is employed from 1 February 2019 to 17 February 2019 because no suitable person is available as supply staff and the period overlaps with major school holiday (i.e. Chinese New Year holiday).
- The school employs ZZZ as supply staff on a daily-rated basis from 18 February 2019 to 30 April 2019, and the period from 12 April 2019 to 23 April 2019 is the school's Easter holiday.
- 1 May 2019 is the Labour Day holiday and the school employs RRR as supply staff on a daily-rated basis from 2 May 2019 to 9 May 2019.
- Conclusion: The school is **eligible** for the Additional Supply Staff Grant.

**Application for Additional Substitute Staff Grant for Aided Schools**

(Applicable for employment of supply staff to cover the 14-week paid maternity leave of contract staff remunerated under the EDB's cash grants)

**Part A Particulars of the serving contract staff and supply staff** (please separately provide details of monthly-paid and daily-rated supply staff in Table I and Table II below)

**I. Monthly-paid supply staff**

Particulars of serving contract staff taking 14-week paid maternity leave			Particulars of all <b>monthly-paid supply staff</b> substituting the serving contract staff taking additional 4-week paid maternity leave [i.e. column (a) of this form]							Amount of Grant		
Name	Leave period		Salary details of the additional 4-week maternity leave <i>[should only take into account salaries payable under the EDB's cash grants]</i> <i>(b)</i>	Name of supply staff	Substitution period <i>[should be within the dates stated in column (a)]</i>		Percentage of full-time job  <i>(c)</i>	Monthly salary  \$	Number of calendar days working as supply staff		Salary amount  \$ <i>(d)</i>	MPF subsidy  \$ <i>(e)</i>
	First 10 weeks From D/M/Y To D/M/Y	Additional 4 weeks From D/M/Y To D/M/Y <i>(a)</i>			From D/M/Y	To D/M/Y						
# Teaching staff/ non-teaching staff			Monthly salary: \$ _____ (month: )	1.								\$ <i>(f) = (d) + (e)</i>
			Rank:	2.								
			Percentage of full-time job:	3.								
			Funding source for salaries:									
									Total number of days	days	Total amount	\$

**II. Daily-rated supply staff**

Particulars of <b>serving contract staff</b> taking 14-week paid maternity leave			Particulars of all <b>daily-rated supply staff</b> substituting the serving contract staff taking additional 4-week paid maternity leave [i.e. column (g) of this form]								Amount of Grant	
Name	Leave period		Salary details of the additional 4-week maternity leave <i>[should only take into account salaries payable under the EDB's cash grants]</i>  (h)	Name of supply staff	Substitution period <i>[should be within the dates stated in column (g)]</i>		Percentage of full-time job  (i)	Daily rate  \$	Number of actual working days	Salary amount  \$ (j)		MPF subsidy  \$ (k)
	First 10 weeks  From D/M/Y To D/M/Y	Additional 4 weeks  From D/M/Y To D/M/Y (g)			From D/M/Y	To D/M/Y						
DDD  # <del>Teaching staff</del> non-teaching staff	1/2/2019 – 11/4/2019	12/4/2019 – 9/5/2019	Monthly salary: \$ <u>22,865</u> ( Apr )	1. ZZZ	12/4/2019	30/4/2019	100%	567 <sup>@2</sup>	5 <sup>@3</sup>	2,835 <sup>@4</sup>	142 <sup>@5</sup>	2,977
			[Converted average daily wage: \$ <u>752</u> <sup>@1</sup> ]									
			\$ <u>24,270</u> ( May )									
			[Converted average daily wage: \$ <u>798</u> <sup>@1</sup> ]									
			Rank:  ACO									
			Percentage of full-time job: 100%									
Funding source for salaries: Administration Grant												
Total number of days									11 days	Total amount		\$ 6,835

**Part B Amount claimed and supplementary information**

- (i) During the 14-week paid maternity leave taken by the serving contract staff, the # ~~School Management Committee~~/Incorporated Management Committee:
- has employed supply staff to take up the duties that would otherwise be performed by the serving contract staff, but the period of substitution is less than 14 weeks because (may select more than one reason):

<sup>@1</sup> The converted average daily wage is \$752 for April (\$22,865 x 12 months / 365 days) and \$798 for May (\$24,270 x 12 months / 365 days), rounded to the nearest integer.

<sup>@2</sup> The respective daily rate of ZZZ and RRR should not exceed the converted average daily wage for April and May of DDD [i.e. \$752 and \$798 in column (h)].

<sup>@3</sup> Since the period from 12 April 2019 to 23 April 2019 is major school holiday (Easter holiday), the number of actual working days of ZZZ, as supply staff substituting DDD during her additional four-week maternity leave, is 5 days only (24-26, 29 & 30 April 2019), while the number of actual working days of RRR is 6 days (2 & 3, 6-9 May 2019).

<sup>@4</sup> The salary of ZZZ and RRR is derived by their respective daily rate x the number of actual working days; i.e. \$2,835 for ZZZ (\$567 x 5 days) and \$3,858 for RRR (\$643 x 6 days), rounded to the nearest integer.

<sup>@5</sup> Since ZZZ's substitution reaches 60 calendar days or more, the school is required to contribute to the MPF for ZZZ and may apply for the MPF subsidy. The calculation of the MPF subsidy is either 5% of the relevant income [i.e. column (j)] or the amount subject to maximum income level as calculated on a pro rata basis according to 28 days [\$1,381 = \$1,500 per month (current maximum level of monthly contribution) x 12 months / 365 days x 28 days], rounded to the nearest integer. As for RRR, since the substitution period is less than 60 calendar days, the school is not required to contribute to the MPF for RRR and "\$0" should be filled in column (k).

- the paid maternity leave of the serving contract staff partially overlapped with major school holidays (i.e. ~~#Christmas Holiday~~/Chinese New Year Holiday/Easter Holiday/~~Summer Vacation~~) and the schools did not consider it necessary to employ supply staff during the overlapped period
- no suitable person was available as supply staff during part of the leave period

(ii) # The ~~School Management Committee~~/Incorporated Management Committee applies to the EDB for reimbursement of \$ 6,835 under the Additional Substitute Staff Grant [the sum of the amounts stated in column (f) and column (l) in principle] to cover on an accountable basis the salary expenditure of supply staff incurred by the additional four-week paid statutory maternity leave taken by the serving contract staff (i.e. up to 28 days).

**Example 5**

Schools are NOT ELIGIBLE for the Additional Substitute Staff Grant under the following circumstances:

Scenario	Remarks
1. The serving contract staff has completed less than 40 weeks of continuous service in the school immediately before the commencement of scheduled maternity leave.	As the serving contract staff is not entitled to paid maternity leave under the Employment Ordinance (Cap. 57), even if the school has employed supply staff to take up the duties of the serving contract staff, the school is not eligible to receive the Additional Substitute Staff Grant from the EDB.
2. During the 14-week paid maternity leave taken by the serving contract staff, supply staff is employed to cover the additional four-week maternity leave but <u>not</u> the initial ten-week maternity leave.	Unless there are exceptional circumstances with good justification, if schools have not continuously employed supply staff for 14 weeks, they are normally not eligible to receive the Additional Substitute Staff Grant from the EDB on an accountable basis to cover the salary expenditure incurred by the employment of supply staff during the additional four-week paid statutory maternity leave taken by their serving contract staff.
3. Both the actual date of confinement and the expected date of confinement of the serving contract staff fall on 31 December 2018 or any date before.	Given that both the actual date of confinement and the expected date of confinement of the serving contract staff fall on 31 December 2018 or any date before, schools are not eligible to receive the Additional Substitute Staff Grant even if they make their own arrangements to provide 14-week maternity leave to their serving contract staff and employ supply staff to take up their duties.
4. Serving contract staff remunerated under schools' own fund.	Schools' own fund, including funds provided by school sponsoring bodies and funds obtained from private donations or other fund-raising schemes, etc. are not cash grants under the EDB. Regarding supply staff employed to take up duties of contract staff remunerated by schools' own fund, schools are not eligible to receive the Additional Substitute Staff Grant. However, schools could apply for reimbursement of the additional four weeks' maternity leave pay paid in accordance with the Employment

	<p>Ordinance through the Reimbursement of Maternity Leave Pay Scheme by the Labour Department. For details, please visit the website <a href="https://www.rmlps.gov.hk/">https://www.rmlps.gov.hk/</a>.</p>
<p>5. Additional salary expenditure is incurred by the employment of supply staff to cover the additional four-week paid maternity leave taken by their serving staff in a DSS school.</p>	<p>As the EDB will incorporate the additional expenses (including expenses on Additional Supply Staff Grant) arising from implementing the extension of maternity leave in aided schools into the DSS unit subsidy, DSS schools need not submit an application for the Additional Substitute Staff Grant.</p>
<p>6. Additional salary expenditure is incurred by the employment of supply staff to cover the additional four-week paid maternity leave taken by their serving staff in a caput school.</p>	<p>Caput schools may reflect the related expenses in the relevant account by following the existing arrangements and the principles governing the appointment of supply staff. The EDB will take such expenses into account when calculating the amount of Fee Subsidy for schools. Caput schools need not submit an application for the Additional Substitute Staff Grant.</p>