



中華人民共和國香港特別行政區政府總部教育局  
Education Bureau

Government Secretariat, The Government of the Hong Kong Special Administrative Region  
The People's Republic of China

本局檔號 Our Ref: EDB(SDCT)3/PRO/10/1/1

電話 Telephone:

來函檔號 Your Ref.:

傳真 Fax Line:

2 June 2021

To: Supervisors / Principals of all Secondary Schools, Primary Schools, Special Schools, Schools offering Non-Local Curriculum, Kindergartens and Kindergarten-cum-Child Care Centres

Dear Supervisor / Principal,

**“Vaccination Leave” Arrangements for Teachers and School Staff  
After COVID-19 Vaccination**

To further encourage government employees to get vaccinated as early as possible, the Civil Service Bureau (CSB) announced on 31 May 2021 that government employees, from 1 June 2021 to 31 August 2021, would be entitled to a day of “vaccination leave” for each vaccination dose received so that they could have sufficient time to recuperate after getting vaccinated. All government employees, including civil servants, non-civil service contract staff and post-retirement service contract staff, will benefit from the authorised absence arrangement, provided that the vaccination is taken on or before 31 August 2021.

**Related Arrangements for “Vaccination Leave”**

Under the “vaccination leave” arrangements, all staff of aided schools on active service paid under the Salaries Grant (including teaching / non-teaching staff) may also be granted a day of “vaccination leave” for each vaccination dose received, provided that the vaccination is taken on or before 31 August this year. Such “vaccination leave” is not counted towards the maximum of two days paid special leave per school year. The details are as follows:

- i. If a teachers or school staff has received a dose of vaccination from 1 June to 31 August this year, s/he may be granted one day of “vaccination leave” on the day after the vaccination (if the teacher or school staff concerned takes vaccination in the morning, s/he may opt to take the “vaccination leave” for one day in the afternoon of the day of vaccination and in the following morning).

- ii. If a teacher or school staff has already been vaccinated on or before 31 May this year, s/he may also be granted one day of “vaccination leave” for each dose received. The total period of leave is capped at two days in total, all to be taken on or before 31 March 2022.

For teachers and school staff of Direct Subsidy Scheme schools and scheme kindergartens (KGs)/ kindergarten-cum-Child Care Centres (KG-cum CCCs), as well as contract teachers and school staff paid by other government subsidies of aided schools, schools should follow the above arrangements to grant “vaccination leave” for their employees. For non-scheme KGs/KG-cum-CCCs and private schools (including schools offering non-local curriculum), we encourage schools to adopt similar practice and make the above arrangements for teachers and school staff. Schools should observe the stipulations set out by the “Employment Ordinance” and the contractual terms stated in the employment contracts to make suitable arrangements. For teachers and school staff of government schools, they should refer to the relevant announcements from the CSB regarding “vaccination leave” arrangements.

To ensure the smooth operation of schools, teachers and school staff should apply for “vaccination leave” in advance. On the premises that the learning of students will not be affected, the Incorporated Management Committee (IMC)/ School Management Committee (SMC) of schools, by observing the relevant provisions as stipulated in the “Codes of Aid”, the “Employment Ordinance”, as well as the stipulations issued by the Education Bureau (EDB) from time to time, may approve the leave applications in accordance with their school-based mechanisms. The IMC and SMC of schools should ensure that all leave records of teachers and school staff are kept properly and accurately in accordance with the “Codes of Aid”. Schools are also required to submit to the EDB the annual leave record of the teachers as approved by IMC/SMC in August each year.

We encourage teachers and school staff to take COVID-19 vaccines proactively, and hope that schools could facilitate their so doing by, for example, adopting flexible working hours or allowing teachers and school staff to be absent from schools for vaccination during non-teaching working hours. The objective is to achieve “Early Vaccination for All” to establish an immune barrier in the community through mass vaccination amid this critical juncture.

For enquiries, please contact your respective Senior School Development Officers / Senior Services Officers.

Yours sincerely,



(Dr Verena LAU)  
for Secretary for Education