



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

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22 August 2022

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,

Arrangements for “Childcare Vaccination Leave” for teachers and school staff accompanying young children to receive COVID-19 vaccination

The Civil Service Bureau (CSB) has announced on 19 August 2022 that in order to encourage parents to arrange for the COVID-19 vaccination of their children aged six months to less than three years as early as possible, starting from 22 August 2022, government employees will be granted “childcare vaccination leave” of not more than half a day for accompanying children aged below three, as their parents or guardians, to receive the vaccination on a working day.

“Childcare Vaccination Leave” Arrangements for Schools

Under the arrangements for “childcare vaccination leave”, starting from 23 August 2022, all staff of aided schools on active service paid under the Salaries Grant (including teaching / non-teaching staff)¹ will be granted “childcare vaccination leave” of not more than half a day on each occasion if they accompany their own children or children under their guardianship aged below three on a working day for receiving COVID-19 vaccination. As children aged below three are recommended to have

¹ Applicable to teachers and school staff who are the parents or guardians of children on the day of vaccination.

three doses of Sinovac vaccine, teachers and school staff concerned can be granted at most three half-day “childcare vaccination leave” for accompanying each child. To ensure the smooth operation of schools, teachers and school staff concerned should apply for “childcare vaccination leave” in advance and present the related identification documents proving their relationship with the children receiving vaccination. 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. If the vaccination date chosen by the teachers or school staff concerned is not feasible for the school’s operation, the school should communicate with them to re-schedule their vaccination plan.

For the above-mentioned teachers and school staff who had already arranged vaccination for their own children or children under their guardianship before 23 August 2022, upon the presentation of the related proof of the endorsement of having taken no-pay leave from the IMC/SMC for such vaccination, “childcare vaccination leave” for not more than half a day may be granted with retrospective effect to teachers and school staff for each occasion. Such “childcare vaccination leave” may be taken on or before 31 December 2022 on the premises that the learning of students will not be affected. The IMC/SMC of schools, taking into account the relevant provisions as stipulated in the “Codes of Aid”, the “Employment Ordinance”, as well as the stipulations issued by the EDB from time to time, may approve the leave applications in accordance with their school-based mechanisms. Any untaken “childcare vaccination leave” will lapse automatically after 31 December 2022 or upon cessation of active duty by the teachers and school staff, whichever is earlier.

The “childcare vaccination leave” is not counted towards the maximum of two days paid special leave per school year. In addition, the IMC/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.

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 “childcare vaccination leave” to 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 “childcare vaccination leave” arrangements.

We appeal once again to parents to arrange vaccination for their young children as early as possible. We also encourage schools to facilitate their teachers and school staff to arrange vaccination for their children, with a view to enhancing protection early and further strengthening the protective barrier of the community.

If schools have any enquiries on the above arrangements or need any assistance regarding vaccination arrangements, please contact your respective Senior School Development Officers or Senior Service Officers.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Verena Lau', is written over a faint rectangular box.

(Dr Verena LAU)
for Secretary for Education