

Teacher Relief Grant (TRG)

Workflow to Claim Optional Cash Grant by Freezing Teaching Establishment

When vacancies exist in the approved teaching establishment (including temporary vacancies arising from teachers on leave and regular posts left vacant), schools may, with the consent of their Incorporated Management Committees, majority of teachers and parents, opt to obtain a cash grant by freezing such vacancies temporarily or permanently [See [Notes 1, 2 and 3](#)]. Schools should submit applications to the Education Bureau (EDB) not later than 30 days after the effective freezing date.



For the freezing of teaching establishment, supervisors/heads of schools should:

- (1) complete the Claim Form (Form) for Cash Grant under TRG;
- (2) certify in the Form that they have neither applied for nor obtained other additional grants from the Government in respect of the same frozen posts;
- (3) certify in the Form that their requests comply with all the conditions set out for TRG applications; and
- (4) undertake to refund to the Government any over-payment of grant.



Schools submit applications to the Recurrent Subventions Section of EDB for processing, with a copy to their respective Senior School Development Officers.



The Recurrent Subventions Section of EDB releases payment to schools. [See [Note 4](#)]

Note 1: Upon receipt of the cash grant (irrespective of whether the posts are frozen at promotion ranks or not), the total number of teachers paid out of the Salaries Grant within the approved teaching establishment will be reduced accordingly. For instance, if a school has an approved teaching establishment of 40 teaching staff and opts to freeze 3 posts at promotion ranks temporarily for claiming an optional cash grant under TRG, then the school could only have 37 teaching staff eligible for employment under the Salaries Grant.

Note 2: In cases where stepped-down senior teachers and/or redundant graduate teachers retain the last pay point of their former rank, schools can apply for freezing the substantive vacancy of the relevant promotion/graduate rank only after rectifying the special pay arrangements for the teachers.

Note 3: A School Sponsoring Body operating more than one aided primary school should coordinate the redeployment of senior teachers and promotion of teaching staff in schools under its sponsorship. Therefore, the number of vacant senior teacher posts of individual school can only be confirmed if the overall strength of senior teachers and the total number of the frozen posts of all aided ordinary primary schools under the same SSB does not exceed the aggregate approved entitlements at the SSB level. Please note that in case the strength and the total number of the frozen posts of individual school exceed the approved teaching staff establishment, the school concerned has to refund to the Education Bureau any over-payment of grant.

Note 4: If irregularities are detected and whenever necessary, EDB will request further information and justifications from schools for processing their applications.