

# No-pay Leave

## Points to Note

- The Incorporated Management Committee (IMC) should establish a mechanism and draw up guidelines and procedures governing the granting of no-pay leave to staff.
- The decision to grant no-pay leave should be based on objective, fair and reasonable criteria.
- The IMC should notify the respective District School Development Section in writing of the granting of no-pay leave, seek the approval for keeping open of Grant/Subsidized Schools Provident Fund Account for teachers and advise the adjustment of the incremental date, if any, and forward a copy of such letter to the Education Bureau for the purpose of salary administration.

## Dos and Don'ts

### Dos

- ✓ formulate policies and principles in processing leave applications in consultation with staff to ensure impartiality and consistency
- ✓ inform the staff applying for no-pay leave of the provisions in the Code of Aid for Aided Schools (COA), Compendium to COA and the Supplement to School Administration Guide
- ✓ take responsibility to fulfill all statutory requirements including meeting any possible expenditure arising from all types of no-pay leave out of non-government funds
- ✓ keep leave records of staff up-to-date
- ✓ send annual leave record of teachers in August to the respective District School Development Section for endorsement

### Don'ts

- ✗ count no-pay leave for promotion purposes
- ✗ count the period of no-pay leave for continuous contributory service of the Grant/Subsidized Schools Provident Fund
- ✗ count no-pay leave for the purpose of increment [Note: Adjustment of the incremental date will be required if the period of no-pay leave exceeds 15 days continuously.]

## **Reference Materials:**

- § Section 13.9 of the Code of Aid for Aided Schools
- § Section 7A of the Compendium to the Code of Aid for Aided Schools
- § Section 7.5.3 of the School Administration Guide
- § Appendix H of the Supplement to School Administration Guide

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School Development Division