

To: **Recurrent Subventions Section, Education Bureau**

[Attn: AOI(RS)]

Aided Schools

Claim Form for Daily-Rated Supply Teacher and Substitute Teacher Grant (STG)

(This form should be used by schools not receiving the Teacher Relief Grant)

School Name: _____ School Code: _____ Month: _____ Year: _____

I would like to request reimbursement of daily-rated supply teachers, employer's contributions to Mandatory Provident Fund (MPF) and/or Substitute Teacher Grant as follows: -

Section A Daily-rated supply teachers **not required** to contribute to MPF

Information of the Teacher on Leave						Information of the Supply Teacher					
Name	SRN ¹	Post	Leave Period		Reason for absence ²	Name	Supply Period ³		No. of Working Days ⁴ (a)	Daily Rate ⁵ \$ (b)	Salary Amount \$ (c) = (a) x (b)
			From dd/mm/yy	To dd/mm/yy			From dd/mm/yy	To dd/mm/yy			
Total										\$	

Section B Daily-rated supply teachers **required** to contribute to MPF

Information of the Teacher on Leave						Information of the Supply Teacher								
Name	SRN ¹	Post	Leave Period		Reason for Absence ²	Name	Supply Period ³		No. of Working Days ⁴ (a)	Daily Rate ⁵ \$ (b)	Salary Amount \$ (c) = (a) x (b)	MPF Subsidy ⁶ \$	Contract Period ⁶	
			From dd/mm/yy	To dd/mm/yy			From dd/mm/yy	To dd/mm/yy						
Total										\$	\$			

School Code: _____

Section C Substitute Teacher Grant (Vacancies arising from teachers on leave)

Information of the Teacher on Leave					Information of STG Calculation				
Name	SRN ¹	Post	Leave Period		Reason for Absence ²	No. of Calendar Days	No. of Working Days ⁴ (a)	Rate per Day ⁷ \$ (b)	STG Amount \$ (c) = (a) x (b)
			From dd/mm/yy	To dd/mm/yy					
Total									\$

Section D Substitute Teacher Grant (Freezing of teaching posts on the approved establishment)

No. of Posts Claimed [Specify the Rank]	Period		No. of Calendar Days	No. of Working Days ⁴ (a)	Rate per day ⁷ \$ (b)	STG Amount \$ (c) = (a) x (b)
	From dd/mm/yy	To dd/mm/yy				
Total						\$

Notes:

1. Enter Staff Reference Number of teachers on leave.
2. Enter the **alphabet** from the list of reasons for absence below –
 - (a) paid sick/maternity/special tuberculosis leave;
 - (b) paid study leave;
 - (c) paid leave for teachers for juror or witness service;

- (d) paid leave for a maximum of 14 days per school year for special events as specified in the Annex to EDB Circular No. 1/2006;
- (e) other paid leave (**please specify the reason**);
- (x) no-pay sick/maternity/special tuberculosis leave; and
- (z) other no-pay leave.

Please note that granting of leave should follow EDB Circular No. 1/2006.

3. For supply teachers who have participated in the Early Retirement Scheme for aided primary/secondary school teachers, please note that they are only allowed to take up daily-rated part-time jobs of a duration of not more than 90 days each as set out in EDB Circular No. 5/2005 and Annex 1 to EDB Circular Memorandum No. 9/2012.
4. The number of working days should exclude Sunday, Saturday (short-week), public holidays, discretionary holidays or any days on which the teachers are not required to perform duties.
5. Please refer to the relevant EDB circular memorandum on the prevailing daily rates of pay for supply teachers in aided schools.
6. For supply period less than 60 calendar days yet the supply teacher is required to contribute to MPF (5% of the monthly salary capped at maximum amount stipulated under prevailing MPF regulations), please provide supporting information and the relevant contract period.
7. Please refer to EDB Circular No. 60/1999 on rates per day for STG and the relevant EDB circular memorandum on the prevailing daily rates of pay for supply teachers in aided schools.
8. For school joining the Voluntary Optimisation of Class Structure Scheme, the approved teaching staff establishment includes all regular posts approved in the normal teaching staff establishment and the teaching post quota provided in that school year.

I certify that * -

(Item (i) to (ii) for employment of supply teacher under Section A and/or Section B only)

- (i) the emoluments have been paid to the supply teacher and/or MPF scheme trustee concerned and relevant receipts being attached for your records;
- (ii) the school has no / ____* surplus teachers and the number of surplus teachers has been offset before employing any supply teachers^{Note 1};

(Item (iii) to (vi) for the claim of STG under Section C and/or Section D only)

- (iii) consent has been obtained from my school's SMC for claiming STG in the school year;

^{Note 1} Aided secondary schools have to offset, in order of priority, (a) the fractional staff entitlement; (b) the Senior Secondary Curriculum Support Grant (SSCSG); and (c) the provision of supply teachers by the surplus teaching posts during the 5-year transitional period for surplus teacher under the New Senior Secondary Academic Structure as specified in para. 8 of EDB Circular No. 6/2007 and the toleration period under the Voluntary Optimisation of Class Structure Scheme as specified in para. 4 and 5 of EDB Circular Memorandum No. 190/2010.

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- (iv) no salaries grant of teachers filling the vacant posts have been claimed;
- (v) the total number of posts _____ claiming STG including those under Section (C) teachers on leave _____ and (D) the teaching posts on the approved establishment _____ **does not exceed the ceiling of 10% of the approved teaching staff establishment^{Note 2} of my school (Graduate posts: _____; Non-graduate posts: _____; Total: _____) at the claim date** and this request for payment complies with the conditions set out in EDB Circular No. 60/1999.
(Please enter number of posts in the space provided);
- (vi) except the surplus teacher situation mentioned in (ii) above, the sum of the total number of posts claiming STG and the strength of my school would not exceed the approved teaching staff establishment^{Note 2} at any point in time; and

(Item (vii) applies to all Sections)

- (vii) no duplicate claim has been made for government subventions on account of the same leave/vacancy/frozen period set out in Sections A to D, such as the encashment of Additional Teaching Posts for English and the fractional staff entitlement for claiming Fractional Post Cash Grant.

My school will refund to the Education Bureau any over-payment of grant.

(School Chop)

Signature of Supervisor/School Head: _____

Name of Supervisor/School Head: _____ Date: _____

Contact Person: _____ Tel No. _____

c.c. SSDO()

* delete as appropriate

^{Note 2} For schools joining the Voluntary Optimisation of Class Structure Scheme, the approved teaching staff establishment includes all regular posts approved in the normal teaching staff establishment and the teaching post quota provided in that school year.

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the application for reimbursement of appointment of daily-rated supply teachers, employer's contributions to Mandatory Provident Fund and/or Substitute Teacher Grant;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes / activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant / Subsidised Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) personnel, agent, service provider or organizations engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
 - (d) where you have given your prescribed consent to such disclosure; and
 - (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Clerical Officer (School-based Management) at 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or email to cosbm@edb.gov.hk.