

Teacher Relief Grant

Key Messages

- The provision of the Teacher Relief Grant (TRG) aims to provide incorporated management committee (IMC) schools with greater flexibility in deploying their resources and to simplify the administrative procedures for appointment of supply teachers.
- Schools are no longer required to claim reimbursement from the Education Bureau (EDB) on a case-by-case basis for appointment of supply teachers to substitute teachers on the establishment who have been approved to take leave lasting less than 30 days. For approved leaves lasting for 30 days or more, schools should claim reimbursement from EDB for appointing supply teachers.
- Schools may opt, having regard to the manpower planning and the development needs of the schools, to freeze up to 10% of their approved teaching establishment and obtain an optional cash grant under TRG. In these circumstances, schools should ensure that vacancies, including the temporary vacancies arising from teachers on leave or the regular posts falling vacant, are available in the approved teaching establishment and prior consent from the IMC, majority of the teachers and parents is required.

Principles on Usages

- Schools should ensure that the expenditure incurred under TRG is reasonable and necessary for educational purposes, having regard to the interests of their students and staff.
- Schools can use the TRG to appoint supply teachers or teaching related staff, procure education-related services or employ other professional staff to meet their school-based needs and/or for implementation of new initiatives.

- Schools can accumulate a surplus up to three times the annual provision of the TRG in the year in which the grant is provided.

Dos

- ✓ grant sick leaves and other approved leaves to teachers in accordance with the provision of the Code of Aid for Aided Schools and the Employment Ordinance
- ✓ deploy resources effectively and flexibly to meet educational and school needs as a whole and use the surplus under the Expanded Operating Expenses Block Grant / the schools' own funds to top up the TRG in case of deficit
- ✓ use TRG to meet expenditures like contribution to Mandatory Provident Fund and any other statutory benefits conferred by the Employment Ordinance for staff paid out of TRG
- ✓ keep a separate ledger account to record all income and expenditure under TRG and include in their School Report the use of the TRG with reference to their own situation and school-based targets
- ✓ approach the respective School Development Officers for assistance if schools encounter financial difficulties

Don'ts

- × violate the provisions of the Code of Aid for Aided Schools and the Employment Ordinance in granting approved leaves for teachers and/or set additional requirements or limit for taking sick leaves
- × use the TRG for the purposes outside its ambit

Reference Materials

[Guidelines on Teacher Relief Grant for Schools with an Incorporated Management Committee](#)

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School Administration Division