

## SICK LEAVE RECORD SAMPLE (For reference only)

### Worked Examples on Calculation of Sick Leave Balance of Teaching Staff

#### Worked Example 1

Name of School: \_\_\_\_\_

Name of Staff \_\_\_\_\_ ( \_\_\_\_\_ ) Sex: \_\_\_\_\_

Post: GM

Date of Appointment: 1.9.2006 Last Date of Employment: \_\_\_\_\_

Incremental Date [ID]: 1<sup>st</sup> of September after Appointment

Sick Leave Entitlement <sup>Note 1</sup>		Sick Leave Taken			Sick Leave Balance Day(s)	Incremental Date (ID)
Date of Crediting	Days	From	To	Absence Day(s)		
1.9.2006	28				<b>28</b>	1.9
1.9.2007	48				<b>76</b> (28+48) <sup>Note 2</sup>	1.9
		6.4.2008	13.4.2008	8	<b>68</b> (76-8)	
1.9.2008	48				<b>116</b> (68+48)	1.9
		25.2.2009	23.6.2009	116 [119-3=116] Note 3	<b>0</b>	
		29.6.2009	2.7.2009	4 <sup>Note 4</sup>	<b>0</b> (0-4=-4)	1.9
1.9.2009	48				<b>48</b> (0+48) <sup>Note 5</sup>	1.9

Note 1 The maximum sick leave balance that can be accumulated is 168 days.

Note 2 At the beginning of 2007/08 school year, adding the 48 days paid sick leave entitlement does not exceed the 168-day maximum. Therefore, all sick leave entitled by the teacher will be credited to the sick leave balance on a yearly basis.

Note 3 According to the Employment Ordinance, an employee is entitled to enjoy the benefit of statutory holidays upon completion of 3 months continuous service. Therefore, when the paid sickness period fall on statutory holiday (4/4 - Ching Ming Festival, 1/5 - Labour Day, 28/5 - Tuen Ng Festival), such statutory holidays should not be counted against the paid sick leave entitlement of the teacher.

Note 4 When no-pay sickness period fall on statutory holiday(s) (1/7 - HKSAR Establishment Day), such statutory holiday(s) should be counted in accordance with the valid medical certificate but schools have to take own responsibility to fulfill the statutory requirements. Starting from the 2012/13 school year, schools may use the surplus of OEBG/EOEBG for the payment of statutory holidays arising from the no-pay sick leave of the teacher remunerated under Salaries Grant.

Note 5 Since the sick leave balance at the end of the 2008/09 school year is NOT more than 120 days, school will continue to update the sick leave balance in advance on a yearly basis at the beginning of 2009/10 school year.

(Revised in September 2014)

## Worked Example 2

Name of School: \_\_\_\_\_

Name of Staff \_\_\_\_\_ ( \_\_\_\_\_ ) Sex: \_\_\_\_\_

Post: GM

Date of Appointment: *1.9.2004* Last Date of Employment: \_\_\_\_\_

Incremental Date [ID]: 1<sup>st</sup> of September after Appointment

Sick Leave Entitlement <sup>Note 1</sup>		Sick Leave Taken			Sick Leave Balance Day(s)	ID
Date of Crediting	Days	From	To	Absence Day(s)		
1.9.2009					<b>168</b> <sup>Note 2</sup>	<b>1.9</b>
30.9.2009	4	13.9.2009 (am)	13.9.2009 (am)	0.5	<b>168</b> (168-0.5+4)	
31.10.2009	4				<b>168</b> (168+4)	
30.11.2009	4				<b>168</b> (168+4)	
31.12.2009	4	18.12.2009 (am)	18.12.2009 (am)	0.5	<b>168</b> (168-0.5+4)	
31.1.2010	0 <sup>Note 3</sup>	29.1.2010	10.2.2010	13	<b>155</b> (168-13)	
11.2.2010	4 <sup>Note 4</sup> (for the month of Jan)				<b>159</b> (155+4)	
28.2.2010	4				<b>163</b> (159+4)	
31.3.2010	4				<b>167</b> (163+4)	
30.4.2010	4				<b>168</b> (167+4)	
31.5.2010	4	11.5.2010	11.5.2010	1		
		24.5.2010	25.5.2010	2		
		27.5.2010	28.5.2010	2	<b>167</b> (168-1-2-2+4)	
30.6.2010	0	2.6.2010	2.6.2010	1		
		4.6.2010	9.6.2010	6		
		18.6.2010	30.6.2010	13	<b>147</b> (167-1-6-13)	
1.7.2010	4 <sup>Note 5</sup> (for the month of Jun)				<b>151</b> (147+4)	

Note 1 The maximum sick leave balance that can be accumulated is 168 days.

Note 2 Since the maximum sick leave balance is reached (i.e. 168 days) at the beginning of the 2009/10 school year, school needs to update the teacher's sick leave balance on a monthly basis to credit 4 days of sick leave entitlement for each completed month of service.

Note 3 The entitlement of paid sick leave accumulated for Jan 2010 cannot be credited to the sick leave balance until the teacher's sickness period ends.

Note 4 The teacher's sickness period ends on the day before the Lunar New Year Holiday (i.e. 11/2). School has formulated school-based policy on sick leave management (including the submission of medical certificate, means of notifying school that the sick leave ends, etc.) to handle the above situation. As the school noted that the teacher's sick leave ends, the sick leave entitlement the teacher accrued during the sickness period could be credited to his/her sick leave balance.

Note 5 As the sickness period is followed by a statutory holiday (i.e. 1/7), school may credit the sick leave entitlement accrued during the sickness period to the teacher's sick leave balance.

(Revised in September 2014)

Sick Leave Entitlement <sup>Note 1</sup>		Sick Leave Taken			Sick Leave Balance Day(s)	ID
Date of Crediting	Days	From	To	Absence Day(s)		
31.7.2010	4				<b>155</b> <b>(151+4)</b>	
31.8.2010	4				<b>159</b> <b>(155+4)<sup>Note 6</sup></b>	
	4 days paid sick leave are to be updated monthly in the 2010/11 s.y.		Total	39	<b>159</b>	

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<sup>Note 6</sup> Since the sick leave balance at the end of 2009/10 school year is more than 120 days, school will continue to update the sick leave balance of the teacher on a monthly basis in the 2010/11 school year.