**Original –** Respective Regional Education Office【Attn: SSDO [ ] 】 **Annex 1**

**Duplicate –** School’s Record

**\*** Please put a 「🗸」 in the appropriate box.

# Please delete as appropriate.

**Application for Additional Substitute Staff Grant for Aided Schools**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School Name: |  | School code:  |  | Month: |  | Year:  |  |

(Applicable for employment of supply staff to cover the 14-week paid maternity leave of contract staff remunerated under the EDB’s cash grants)

*[School’s contact person and telephone number (for enquiry by the EDB during processing this form): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]*

Our school has extended the paid maternity leave of the serving contract staff to 14-week1 and hereby applies for reimbursement of additional salary expenditure2 arising from the employment of eligible supply staff. Details are as follows:

**Part A Particulars of the serving contract staff and supply staff** (please separately provide details of monthly-paid and daily-rated supply staff in Table I and Table II below)

1. **Monthly-paid supply staff**

|  |  |  |
| --- | --- | --- |
| Particulars of **serving contract staff** taking14-week paid maternity leave | Particulars of all **monthly-paid supply staff** substituting the serving contract stafftaking additional 4-week paid maternity leave [i.e. column (a) of this form] | Amount of Grant |
| Name | Leave period | Salary details of the additional 4-week maternity leave*[should only take into account salaries payable under the EDB’s cash grants]* *(b)* | Name of supply staff 5 | Substitution period*[should be within the dates stated in column (a)]* | Percentage of full-time job6 *(c)* | Monthly salary7$ | Number of calendar days working as supply staff 8 | Salary amount9$*(d)* | MPF subsidy10$*(e)* | $ *(f) = (d) + (e)* |
| First 10 weeksFrom D/M/YTo D/M/Y | Additional 4 weeksFrom D/M/YTo D/M/Y*(a)* | From D/M/Y | To D/M/Y |
| 　#Teaching staff/ non-teaching staff |  |  |

|  |
| --- |
| Monthly salary3: |
| $ |  | (month: ) |
| $ |  | (month: ) |
|  |  |  |
| Rank: |
|  |
|  |
| Percentage of full-time job: |  |
|  |  |
|  |  |
| Funding source for salaries4: |  |
|  |  |
|  |  |

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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Total number of days  | days  | Total amount  | $  |

(Revised in August 2022)

1. **Daily-rated supply staff**

|  |  |  |
| --- | --- | --- |
| Particulars of **serving contract staff** taking14-week paid maternity leave | Particulars of all **daily-rated supply staff** substituting the serving contract stafftaking additional 4-week paid maternity leave [i.e. column (g) of this form] | Amount of Grant |
| Name | Leave period | Salary details of the additional 4-week maternity leave*[should only take into account salaries payable under the EDB’s cash grants](h)* | Name of supply staff 5 | Substitution period*[should be within the dates stated in column (g)]* | Percentage of full-time job6 *(i)* | Daily rate7a$ | Number of actual working days8a | Salary amount9a$*(j)* | MPF subsidy10$*(k)* | $ *(l) = (j) + (k)* |
| First 10 weeksFrom D/M/YTo D/M/Y | Additional 4 weeksFrom D/M/YTo D/M/Y*(g)* | From D/M/Y | To D/M/Y |
| 　#Teaching staff/ non-teaching staff |  |  |

|  |
| --- |
| Monthly salary 3a: |
| $ |  | (month: ) |
| [Converted average daily wage: |
| $ |  ] |
|  |
| $ |  | (month: ) |
| [Converted average daily wage: |
|  $ |  ] |
|  |
| Rank: |
|  |
|  |
| Percentage of full-time job: |
|  |
|  |
| Funding source for salaries 4: |
|  |
|  |

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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Total number of days  | days  | Total amount  | $  |

(Revised in August 2022)

Note

1. If the serving contract staff is not entitled to paid maternity leave under the Employment Ordinance (Cap. 57), even if the school has employed supply staff to take up the duties of the contract staff, it is not eligible to receive the Additional Substitute Staff Grant from the EDB.
2. Additional salary expenditure refers to the salary expenditure incurred by the employment of supply staff to cover the additional four-week paid statutory maternity leave taken by the serving contract staff (i.e. up to 28 days).
3. Reimbursement is capped with reference to the salary of the serving contract staff that would otherwise receive for normal working days (not on the basis of the salary receivable during the maternity leave). If the serving contract staff works on part-time basis, the monthly salary that reflects the part-time duties should be filled in. If the additional four-week maternity leave of the serving contract staff straddles across two calendar months and the monthly salary of these two calendar months varies, the respective salary of these two calendar months should be stated separately.

3a. Reimbursement is capped with reference to the salary of the serving contract staff that would otherwise receive for normal working days (not on the basis of the salary receivable during the maternity leave). If the serving contract staff works on part-time basis, the monthly salary that reflects the part-time duties should be filled in. If the additional four-week maternity leave of the serving contract staff straddles across two calendar months and the monthly salary of these two calendar months varies, the respective salary of these two calendar months should be stated separately. In addition, schools should state the average daily wage that the serving contract staff would otherwise receive during the additional four-week maternity leave (calculated by monthly salary of the serving contract staff x 12 months/365 days).

1. The salary of the serving contract staff should be provided by the EDB’s cash grants.
2. During the additional four-week maternity leave taken by the serving contract staff, if more than one person is employed as supply staff, the school should provide the names and employment details of these persons separately.
3. The percentage of full-time job taken up by supply staff should not exceed the percentage of full-time job remunerated under the EDB’s cash grants that the serving contract staff would otherwise take up during the additional four-week paid maternity leave (i.e. 28 days) [i.e. the percentage of full-time job stated in column (b) or column (h)].
4. The monthly salary of the supply staff should not exceed the monthly salary of the serving contract staff [i.e. the monthly salary stated in column (b)]. If the additional four-week maternity leave of the serving contract staff straddles across two calendar months and the monthly salary of these two calendar months varies, the respective salary receivable by the supply staff should not exceed the corresponding salary that the serving contract staff would otherwise receive during these two calendar months. If the supply staff works on part-time basis, the monthly salary that reflects the part-time duties should be filled in and the percentage of full-time job taken should be stated in column (c).

7a. The daily rate of the supply staff should not exceed the average daily wage of the serving contract staff [i.e. the converted average daily wage in column (h)]. If the additional four-week maternity leave of the serving contract staff straddles across two calendar months and the monthly salary and converted average daily wage of these two calendar months varies, the daily rate receivable by the supply staff should not exceed the corresponding average daily wage that the serving contract staff would otherwise earn during these two calendar months. If the supply staff works on part-time basis, the daily rate that reflects the part-time duties should be filled in and the percentage of full-time job taken should be stated in column (i).

1. The number of calendar days covered by substitution refers to the calendar days from the start date to the end date of the period (both dates inclusive) and the total in this column should not exceed 28 days. If the supply staff has taken no-pay leave during the employment period, the number of days covered by such no-pay leave should be deducted from the number of calendar days working as supply staff and details should be provided under (i) of Part B by the school.

8a. The number of actual working days should exclude public holidays, discretionary holidays and any days on which staff are not required to perform duties. The total number of actual working days should not exceed 28 days.

1. Salary amount should be determined on a pro rata basis according to the number of calendar days working as supply staff [average daily wage of supply staff (monthly salary of supply staff x 12 months / 365 days) x number of days working as supply staff].

9a. Salary amount should be calculated according to the daily rate of the supply staff x number of actual working days of the supply staff.

1. The Mandatory Provident Fund (MPF) subsidy is either 5% of the relevant income or the amount subject to maximum income level as calculated on a pro rata basis according to 28 days [$1,381 = $1,500 per month (current maximum level of monthly contribution) x 12 months / 365 days x 28 days]. Schools not required to contribute to MPF for their supply staff should fill in “0” in this column.

(Revised in August 2022)

**Part B Amount claimed and supplementary information**

1. During the 14-week paid maternity leave taken by the serving contract staff, the #School Management Committee/Incorporated Management Committee:
* has continuously employed supply staff for 14 weeks to take up the duties that would otherwise be performed by the serving contract staff.
* has employed supply staff to take up the duties that would otherwise be performed by the serving contract staff, but the period of substitution is less than 14 weeks because (may select more than one reason):
	+ the paid maternity leave of the serving contract staff partially overlapped with major school holidays (i.e. #Christmas Holiday/Chinese New Year Holiday/Easter Holiday/Summer Vacation) and the schools did not consider it necessary to employ supply staff during the overlapped period
	+ no suitable person was available as supply staff during part of the leave period
	+ there was not enough time for the school to recruit supply staff
	+ the school needed to employ more than one person as supply staff during the maternity leave period but there was/were gap(s) between their employment
	+ the monthly-paid supply staff has taken no-pay leave during the employment period, and details are as follows:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Others:(please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. #The School Management Committee/Incorporated Management Committee applies to the EDB for reimbursement of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the Additional Substitute Staff Grant [the sum of the amounts stated in column (f) and column (l) in principle] to cover on an accountable basis the salary expenditure of supply staff incurred by the additional four-week paid statutory maternity leave taken by the serving contract staff (i.e. up to 28 days). Copies of the following documents, as endorsed with the signature of the school supervisor, are attached for the purpose of verification:
* salary proof of the serving contract staff;
* salary receipts of all persons employed as supply staff (covering the first ten weeks and the additional four weeks); and
* proof of contribution to MPF for all persons employed as supply staff (if applicable) [please provide justifications and evidence if contribution to MPF is necessary for supply staff employed less than 60 calendar days].

**Part C Certification**

I hereby certify that:

1. The #School Management Committee/Incorporated Management Committee has examined the relevant documentary proof (including a valid certificate issued by a registered medical practitioner, a registered midwife or a registered Chinese medicine practitioner confirming pregnancy, and a medical certificate specifying the expected or actual date of confinement (as appropriate)), and given its approval for the above contract staff remunerated under cash grants to take the extended 14-week paid maternity leave in accordance with the Employment Ordinance (Cap. 57) and pertinent requirements set out by the EDB;
2. The supply staff have been requested to go through a sexual conviction record check and the checking results have been obtained via the auto-telephone answering system;
3. Supply staff employed as teachers must be registered teachers, or have obtained the qualifications that application for the status as registered teacher or permitted teacher requires and submitted an application for teacher registration prior to their assumption of duty. The school has carefully examined the original copies of the teachers’ identity documents and certificate for registration as a teacher and/or checked the status of their teacher registration and other relevant information. Supply staff employed as non-teaching specialist staff have obtained the qualifications as required;
4. Our school has #no/ surplus regular teacher(s) and the number of surplus regular teacher(s) has already been offset [i.e. At the same time, the number of teachers on leave for three or more consecutive days (which includes the regular teachers and contract teachers paid out of EDB cash grants) exceeds the number of surplus regular teachers. Please specify the details if necessary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Revised in August 2022)

1. The information provided above is correct and complete (including employment information on all the supply staff who substitute the serving contract staff taking the additional four-week maternity leave). Our school has completed all procedures pertaining to this application, and understands that this application will not be processed by the EDB if any given information or documentary proof is found incomplete;
2. The school has made advance payment for the remuneration payable to the supply staff and other related expenses as required by statutory obligations;
3. Any excess of disbursed grant more than our school’s entitlement will be returned to the Government; and
4. The additional four weeks’ statutory maternity leave pay paid to the serving contract staff and the Additional Substitute Staff Grant have not been/ will not be covered/ subsidised by other government funding.

Signature of Supervisor:

Name of Supervisor: Date of Application:

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| --- |
| **For EDB use only** |
| *To: Recurrent Subventions Section, EDB (Attn: AOI)*

|  |  |
| --- | --- |
| The information and copies of document provided in this form have been certified by the school. I confirm that the amount of reimbursement claimed by the school under (ii) in Part B is correct and should be disbursed. |  |
|  | Senior School Development Officer ( ) Signature: |  |
|  | Name: |  |  |
|  | Date: |  |  |

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(Revised in August 2022)

**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 Additional Substitute Staff Grant for aided schools;

(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 / Subsidized 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 bureau 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) where you have given your prescribed consent to such disclosure; and

(d) 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 the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (https://www.edb.gov.hk/en/contact-us/reo.html) or email to edbinfo@edb.gov.hk.