

Education Bureau Circular Memorandum No. 45/2021

From : Permanent Secretary for
Education

To : Supervisors / Heads of aided secondary
schools and special schools

Ref : EDB(TSS)/P/8/78 Pt. XXXI

Date : 5 May 2021

Arrangements for Surplus Teachers and Laboratory Technicians of Aided Secondary Schools and Special Schools in the 2021/22 School Year

SUMMARY

This is to inform aided secondary schools / special schools of the arrangements for handling of surplus teachers^{Note} and laboratory technicians in the 2021/22 school year. Schools are requested to bring this circular memorandum to the attention of their teachers and laboratory technicians.

BACKGROUND

2. The Education Bureau (EDB) appeals to schools to continue adopting the measures and arrangements set out in this circular memorandum to resolve the problem of surplus teachers or laboratory technicians, if any. Schools should also refer to the relevant sections in the Education Ordinance, Codes of Aid and School Administration Guide for reference and compliance.

DETAILS

Handling of Surplus Teachers and Laboratory Technicians

3. School sponsoring bodies (SSBs) and schools are required to make every effort to absorb by themselves the surplus teachers / laboratory technicians, such as by redeploying the surplus teachers / laboratory technicians to fill vacancies available in other schools under the same SSB. EDB encourages teachers and laboratory technicians to opt for job-sharing arrangements on a voluntary basis so that staff redundancy can be alleviated. Schools may refer to “[Guidelines on the Handling of Job-sharing in Aided Schools](#)” and “[Arrangements for Surplus Teachers and Laboratory Technicians of Aided Secondary Schools and Special Schools in the 2021/22 School Year](#)” on the EDB Homepage (<http://www.edb.gov.hk> → *School Administration and*

^{Note} If the regular teachers of a school outnumber the school’s approved teaching staff establishment due to a change in the latter, the excess regular teachers (apart from those filling time-limited posts) are regarded as surplus teachers.

Management → *Administration* → *About School Staff* → [Appointment Matters](#)) for reference. The above general principles of handling surplus teachers and laboratory technicians also apply to aided special schools.

4. For handling surplus teachers covered by various schemes / measures (including “Extended Retention Period for Surplus Teachers”), schools concerned should make reference to the arrangements as set out in the relevant circular / circular memorandum and letters.

Application for Keeping Open Provident Fund Account

5. Surplus teachers who have ceased to be employed as regular teachers in aided schools may submit applications to their respective Senior School Development Officers for keeping open their Grant / Subsidized Schools Provident Fund accounts. They are not required to provide documentary evidence showing that they are actively seeking teaching appointments in aided schools in the first year they become surplus. Nonetheless, schools are required to provide evidence to state their surplus teacher status to facilitate their applications for keeping provident account open for the first year. After the first year, if there is still a need to apply for keeping their accounts open, the surplus teachers are required as usual to provide full justifications and documentary evidence to demonstrate their prospect of returning to the aided school sector as regular teachers. The application procedures and relevant details are on the EDB homepage (<http://www.edb.gov.hk> > *School Administration and Management* > *Administration* > *About School Staff* > *Provident Fund* > [Points to Note When a Contributor Ceases to Contribute to Provident Fund](#)).

ENQUIRY

6. For enquiries, please contact the respective Senior School Development Officers of your district.

Ms W P LEE

for Permanent Secretary for Education

c.c. Heads of sections – for information