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27 September 2019

Clerk to Panel
Panel on Public Service
Legislative Council
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong
(Attn: Ms Wendy JAN)

Dear Ms JAN,

**Legislative Council Panel on Public Service
Follow-up to meeting on 19 November 2018**

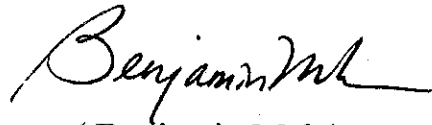
At the Panel meeting on 19 November 2018, the Panel requested the Administration to provide a response on the feasibility of the Leisure and Cultural Services Department (LCSD) implementing a pilot scheme on revised leave deduction arrangements for its staff members who are not working on a five-day week (FDW) basis.

As we understand it from LCSD, the Department has all along been examining the feasibility of implementing such a pilot scheme. However, as the Department manages many venues and facilities with different modes of operation and services, and there are more than 10 grades of staff within the Department working on non-FDW work patterns, the Department needs to carefully consider all pertinent factors when planning and implementing any pilot scheme. These factors include the manpower and establishment of individual grades, job nature, shift patterns and duty rosters of staff. Also, the Department has to ensure that the services provided to the public will not be adversely affected

upon the implementation of any pilot scheme. The Civil Service Bureau will maintain communication with the Department, and offer views and appropriate assistance to the Department on the arrangement and suggestions relating to any proposed pilot scheme.

In addition to continuing to examine the feasibility of the pilot scheme, LCSD has also been implementing the FDW work pattern in compliance with the four basic principles¹. In fact, more LCSD staff working in public libraries, sports grounds and parks have begun working on a FDW pattern between the end of last year and August this year. FDW trial schemes have also been arranged for staff in other sections to test the feasibility of implementing FDW pattern in the long run. For leisure venues or facilities (such as swimming pools, beaches, some large parks and sports grounds) where the implementation of FDW is not possible on a long-term basis due to operational requirements, LCSD will try to arrange relevant staff to work on a FDW pattern during seasonal closure or overhaul period of those venues.

Yours sincerely,



(Benjamin Mok)

for Secretary for the Civil Service

c.c. Hon Gary FAN Kwok-wai
Chairman, Legislative Council Panel on Public Service

Director of Leisure and Cultural Services (Attn: Mrs Lilian LEUNG)

¹ The four basic principles are (a) no additional staff resources; (b) no reduction in the conditioned hours of work of individual staff; (c) no reduction in emergency services; and (d) continued provision of essential counter services on Saturdays/Sundays.