



康樂及文化事務署

Leisure and Cultural Services Department

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來函檔號 YOUR REF: CB4/PL/PS

10 December 2018

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

Dear Ms JAN,

**Revised Leave Deduction Arrangements for
Civil Servants
on Non-five Day Week Work Pattern**

Thank you for your letters dated 15 November and 29 November 2018 relaying the following staff unions' proposal and request for our consideration and response :

- (a) The proposal from the Government Amenity Management Supervisors General Union (GAMSGU) for a revised Leave Deduction Arrangement (LDA) pilot scheme for the Amenities Assistant (AA) grade civil servants who are on non-five day week work pattern; and
- (b) The request from General Union of HKSAR Government Leisure Services Staff for revising the LDA for staff on non-five day week work pattern.

Our reply to the above proposal and related arrangements for revised LDA is as follows:

2. As suggested by the Civil Service Bureau, departments that have not fully implemented five-day week (including the Leisure and Cultural Services Department (LCSD)) may examine the feasibility of revising the LDA for staff on non-five day week work pattern on a trial basis, taking into account the respective job nature,

operational needs and work patterns of their staff, but all the proposed pilot schemes should comply with the related basic principles, i.e. (a) no reduction in the conditioned hours of service of individual staff; (b) no additional manpower and no reduction in the level of service to public; and (c) existing rules governing leave remain intact.

3. The LCSD has conducted an initial review of the operation of service units/venues under its purview. The department manages a large number of venues of different varieties, and apart from the AA grade, there are 11 more grades¹ working on non-five day week work pattern. The conditioned hours of service as well as the establishment, job nature and shift patterns² at different venues vary from grade to grade. Moreover, officers-in-charge have to revise the duty rosters from time to time having regard to service needs and manpower available. The various shift patterns will pose difficulties to the implementation of revised LDA. Besides, the department has to consider operational issues relating to the implementation of the pilot scheme of revised LDA, for instance, possible need of manual processing and calculation of “leave deduction” will involve additional workload and may lead to accuracy issues in leave record management. In this connection, the LCSD needs more time to consider devising a pilot scheme of revised LDA that complies with the basic principles. Before proposing any pilot scheme, careful consideration has to be given to various aspects in order to duly address the issues mentioned above so that public service is not affected.

4. As for the GAMSGU’s suggestion that the LCSD should first implement a pilot scheme of revised LDA for the AA grade staff for a period of one year, we consider that in devising a trial plan, the department has to take into account whether the plan can be applied to other grades of staff working on different shift patterns, so as to ensure that the pilot scheme can effectively test the overall impact of revised LDA on the operation, service standard, manpower and leave management of the venues/service units, thus facilitating the assessment of the feasibility of implementing revised LDA for other civil servants on non-five day week work pattern. In this context, the above-stated objective may not be attained if the pilot scheme only applies to an individual grade. In addition, the implementation of different LDA for different grades of staff on non-five day week work pattern within

¹Including Leisure Services Manager, Manager (Cultural Services), Senior Artisan, Artisan, Cultural Services Assistant, Clerical Assistant, Clerical Officer, Special Driver, Motor Driver, Workman I and Workman II.

²For example, long/short-hour shift system, 5.5/6 working days per week, 10.5/11/12 working days per two weeks, etc.

the same venue may cause controversies and discontent among the staff. As such, the LCSD is not able to devise a pilot scheme for an individual grade first at this stage.

5. The LCSD understands that the progress of revised LDA has been a matter of concern to the staff. We will continue to examine the feasibility of implementing a pilot scheme of revised LDA, and will maintain contact with the staff and listen to their views, so as to draw up a practicable trial plan.

6. If you have any enquires regarding the above information, please contact the undersigned (Tel. no.: 2601 8516) or Mr WONG Tak-man, Amos (Tel. no.: 2601 8515).

Yours sincerely,



(Ms AU Wai-ling, Connie)

for Director of Leisure and Cultural Services