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22 October 2018

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

Dear Ms Jan,

**Legislative Council Panel on Public Service  
Submission from  
the Federation of Hong Kong and Kowloon Labour Unions**

Thank you for your letter of 8 October 2018 to the Secretary for the Civil Service relaying the views gathered by the Federation of Hong Kong and Kowloon Labour Unions (“the Federation”) about the guidelines on work arrangements of civil servants in times of inclement weather and the related handling mechanism. Our reply is as follows.

The Government all along has clear guidelines on the arrangements for resumption of duty of government staff after Tropical Cyclones. Bureaux/departments (B/Ds) have drawn up their own departmental instructions and work plans to suit their operational requirements, and brought them to the attention of all their staff. According to the guidelines, when No. 8 or higher Tropical Cyclone Warning Signal is cancelled or is lowered to No. 3 or below within office hours, staff should report for duty. Where there is road flooding, landslide or heavy rain, or non-availability of public transport services, etc., and affected staff experience delay in reporting for duty, they should

inform their supervisors as soon as practicable and supervisors should give due consideration to the circumstances of individual affected staff and handle each case with flexibility.

Given the unprecedented impact brought by the Super Typhoon Mangkhut to Hong Kong, the Civil Service Bureau is working with B/Ds to examine the existing guidelines and considering any areas for enhancements. We are collecting and studying the views with a view to completing the review as soon as possible.

We understand the concerns of staff being affected. In reviewing the guidelines, we shall strike a balance between the need to maintain the provision of public service and the circumstances of individual affected staff. Apart from the Federation, we have also received views and suggestions from a number of civil service staff associations and individual civil servants in the past few weeks which will be taken into account in our review.

Thank you once again for the attention of the Panel and the Federation on the issue.



( Ms Bertille LI )

for Secretary for the Civil Service

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