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27 April 2020

Clerk to Panel on Public Service
Legislative Council Secretariat
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong
(Attn: Mr Anthony CHU)

Dear Mr CHU,

Five-day Week

Thank you for your letter of 9 April 2020 enclosing a submission from the Government Amenity Management Supervisors General Union (“the Union”) on the implementation of five-day week (“FDW”) in the Leisure and Cultural Services Department (“LCSD”). Regarding the issues raised by the Union, our consolidated response in consultation with LCSD is set out below.

The Government has implemented the FDW initiative since 2006 with the policy objective of improving the quality of civil servants’ family life without compromising the level and efficiency of public services and incurring additional costs to taxpayers. Under this policy objective, we encourage bureaux and departments to migrate staff to FDW following the four basic principles below –

- (a) no additional staffing 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.

The FDW initiative is not a condition of service but a family-friendly measure. In the implementation of FDW, in addition to upholding the four basic principles, the Government has the responsibility to balance all relevant factors, including the expectation of civil servants towards FDW, proper use of public resources, the maintenance of the quality of public services as well as the effective management of the civil service establishment.

As regards the implementation of FDW in LCSD, we understand that the LCSD management has all along endeavoured to explore options for wider implementation of FDW in the department, and maintained dialogue with the staff side. According to the information provided by LCSD, the department has implemented FDW trial schemes in parks, playgrounds, a sports ground, public libraries and an office in various districts since 2019. More than 100 staff members have successfully migrated to an FDW work pattern. LCSD will continue to explore options for further implementation of FDW having regard to factors including the nature of work, service and operational needs of individual units / venues or posts. For venues where FDW cannot be implemented due to operational reasons, LCSD will, as far as possible, arrange staff members to work five days a week when the venues are under renovation or during seasonal suspension of service. LCSD also welcomes proposals on further implementation of FDW from the staff side.

The Civil Service Bureau will continue to encourage those departments which have not fully implemented FDW to enable more civil servants to work under an FDW pattern in compliance with the four basic principles, or to explore the feasibility of conducting pilot schemes on revised leave deduction arrangements for non-FDW civil servants, and where possible, to arrange staff to rotate to FDW or to reduce instances of non-FDW work required each month.

Yours sincerely,



(Miss Sharon Ko)

for Secretary for the Civil Service