CIRCULAR MEMORANDUM No. 10/2017

From: Secretary for the Civil Service
To: Directors of Bureau
Permanent Secretaries
Heads of Department

Ref. : PC/700/000/119 Pt. 7
Tel. : 2810 3083
Date : 15 June 2017

Extension of Concessionary Arrangement under CSR 904

(Note: Distribution of this circular memorandum is Scale C. It should be read by Bureau Secretaries, Permanent Secretaries, Heads of Department / Grade, Departmental Secretaries and other officers handling personnel matters.)

Purpose

This circular memorandum announces the extension of concessionary arrangement promulgated in Civil Service Bureau (CSB) Circular No. 2/2007. It should be read in conjunction with the aforesaid Circular.

Background

2. CSR 904 stipulates that “officers will be allowed time off from duty for attendance at clinics for approved treatment, examination or consultation”. The time-off arrangement under CSR 904 is a concession to encourage staff to return to work, if medical conditions permit, before and / or after medical treatment, examination or consultation to minimise any negative impact of staff absence (e.g. due to sick leave) on the service provision of the department concerned.

3. To facilitate bureaux/departments to get a better understanding of the broad principles and parameters of CSR 904, we issued CSB Circular No. 2/2007 promulgating the “Guidelines on the Management of Time-off Granted under CSR 904”. In accordance with the guidelines, time-off may be granted for treatment, examination or consultation provided or referred by Government / Hospital Authority medical officers, registered private practitioners in the medical and dental field and exempted clinics published in the Gazette. Registered private practitioners in medical and dental field refer to doctors, dentists, Chinese medicine practitioners, chiropractors and physiotherapists who are registered under the relevant statutes in Hong Kong.
Extended Scope of Application under CSR 904

4. After considering a basket of factors, it is decided that the scope of application of CSR 904 as described in paragraph 3 above should be extended to cover counselling sessions provided by clinical psychologists under the Hotline Counselling Service on Stress Management organised by CSB with effect from 1 July 2017. Other than the extended scope of application, the broad principles and parameters as set out in the “Guidelines on the Management of Time-off Granted under CSR 904” attached to CSB Circular No. 2/2007 remain unchanged. Relevant parts of the CSB Circular No. 2/2007 will be updated to reflect the need for cross-referencing this Circular Memorandum for easy reference.

Communication with Staff

5. All bureau.departments should ensure that their staff eligible for applying CSR 904 are fully aware of the extended scope of application and departmental management are advised to review their internal measures and procedures with reference to the extended scope of application having regard to their own operational circumstances.

Enquiries

6. Departmental Secretaries who, if in doubt, may contact the Conditions of Service Division of this Bureau (2810 3079 or 2810 3082).

( Miss Emily Ng )
for Secretary for the Civil Service

c.c. Commissioner, Independent Commission Against Corruption
Judiciary Administrator
The Ombudsman
Secretary, Public Service Commission

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1 Details of Hotline Counselling Service on Stress Management are available on the CSB website at http://www.csb.gov.hk/english/admin/relations/471.html. Currently, 11 departments, including Hong Kong Police Force, Correctional Services Department, Fire Services Department, Electrical and Mechanical Services Department, Social Welfare Department, Customs and Excise Department, Immigration Department, Housing Department, Department of Health, Hongkong Post and Transport Department have arranged their own clinical psychologist counselling programmes to their staff. Civil servants attending these clinical psychologist counselling sessions may also apply for time-off under CSR 904 with effect from the same date.