

## **Facilitative measures for COVID-19 vaccination of Resident Site Staff (RSS)**

1. To encourage Resident Site Staff (RSS) to get vaccinated through the territory-wide COVID-19 Vaccination Programme (the Programme), the Consultant should endeavor to provide facilitative measures including releasing RSS during duty hours to get vaccinated and favourably considering applications from RSS to take leave, including vacation leave and/or sick leave as appropriate, after vaccination.

2. In addition, the following facilitative measures on authorised absence are implemented with immediate effect.

### Authorised absence for not more than one day after vaccination and concession arrangement for sick leave after authorised absence

3. From 16 June 2021 to 31 August 2021, for RSS who have yet to receive either of the doses of COVID-19 vaccine, authorised absence not counting as leave for not more than one day may be granted after they have received COVID-19 vaccination. For the avoidance of doubt, such authorised absence may also be taken in two consecutive half-day units (i.e. in the afternoon of the day of vaccination, and in the following morning). The deadline for vaccination may be extended for individual RSS, on a case-by-case basis, on medical grounds with supporting documents (for instance, where a RSS recovers from a medical condition that has rendered him/her unsuitable for vaccination before 31 August 2021). This is a concessionary arrangement to better cater for scenarios where RSS experience side effects after vaccination, and applies to both of the two doses of the vaccine taking during or outside duty hours.

4. In recognition of the existence of cases in which side effects may persist for a few days, in case a RSS needs to take sick leave for no more than one day after the approved authorised absence after vaccination, production of medical certificate will not be required as a general concession. This concession arrangement will be applicable where the RSS concerned has taken authorised absence on the day of vaccination or the day immediately after vaccination. In any event, such sick leave must be taken within two days after the day of approved authorised absence under these circumstances. In these cases, the Consultant should be reasonably confident that the RSS is genuinely suffering from side effects arising from vaccination. For sick leave

beyond the third calendar day immediately following the day of vaccination or sick leave for two or more consecutive days, the Consultant should continue to follow the arrangement in Section 5.9 of the RSS Management Handbook.

#### Authorised absence for RSS already vaccinated

5. For RSS who have already received one or both doses of vaccination on or before 15 June 2021, in recognition and appreciation of their support for the Programme, which aids in propelling society's return to normalcy, for each dose already received on or before 15 June 2021, they will be allowed to apply for one day of authorised absence. Such authorised absence may be taken in one or half-day units before 31 March 2022, subject to the RSS being on active service and prevailing operational needs. Any untaken authorised absence will lapse automatically on 31 March 2022 or upon completion of the RSS employment contract, whichever is earlier. For avoidance of misunderstanding, RSS who receive either dose of their vaccination on or after 16 June 2021 may only be granted authorised absence on the day of vaccination or the day immediately following the day of vaccination, and may not take the authorised absence granted for the purpose of recuperating from the side effects of vaccination at a later date.

#### Administrative arrangements

6. No adjustment to the reimbursement caps on salary and fringe benefits will be involved for the Consultant to release RSS during duty hours to get vaccinated in accordance with paragraph 1 and/or to grant authorised absence in accordance with paragraphs 3 to 5 above. The authorised absence cannot be used to offset any approved leave.

7. The Consultant should draw up its own administrative arrangements for proper maintenance of the associated record and documentary proof (such as appointment record and/or vaccination record).

8. The Consultant shall manage to ensure that the site supervision and contract management of works contracts associated with the consultancy agreement shall not be affected by any arrangement of release for vaccination and/or authorised absence of the RSS. In preparation for a possible increase in the number of RSS who need to be released for vaccination during office hour and also for the day of authorised absence after receiving vaccination, particularly when it is close to 31 August 2021, the

Consultant should draw up such arrangements and/or schedules to release RSS for vaccination as deemed appropriate.