

HUMAN RESOURCES POLICIES AND PROCEDURES/PASSAGE & BAGGAGE

I. RELOCATION ALLOWANCE

1. With effect from 1 January 2002, Relocation Allowance will be provided to staff on common terms, who is recruited from outside Hong Kong and his/her family on first appointment as a non-accountable but taxable cash allowance.
2. The allowance is determined with reference to the airfare of broad area zone the appointee is residing and the family size of the appointee. Where air flight service is not available for areas in the vicinity, the fare of the most reasonable means of transportation will be used.
3. Family means an appointee's spouse and dependent children.
4. "Dependent Children", including step-children and adopted children, means:
 - any unmarried sons and unmarried daughters under the age of 21 years;
 - in the case of sons and daughters of 19 or 20 years of age, they must also be in full-time education or in full-time vocational training, or dependent on the appointee as a result of physical or mental infirmity.
5. Subject to confirmation of the spouse and dependent status of up to four dependent children as at the date of his/her assumption of duty, the Relocation Allowance will be payable to the appointee in his/her first payroll.
6. If a staff member resigns before completing the period of service to which he/she has been contracted, he/she shall be required to refund to the University such proportion of the Relocation Allowance to Hong Kong as the uncompleted portion of the period of service relates to the full period of service.

II. DEPARTURE ALLOWANCE

1. On leaving the service of the University and upon completion of a fixed-term employment, the staff member initially being recruited from outside Hong Kong and his/her family who had been provided with Relocation Allowance, will be provided with a Departure Allowance which is non-accountable but taxable.
2. The allowance is calculated using the same determinants as those for the Relocation Allowance.
3. Subject to confirmation of the spouse and dependent status of up to four dependent children as at the last date of his/her service, the Departure Allowance will be payable to the staff member in his/her last payroll.
4. If the staff member resigns before completing the contracted period of service, or if s/he is granted a substantive appointment, no Departure Allowance shall be provided.