

## Work Arrangements in times of Adverse Weather Conditions

Weather conditions issued by the Hong Kong Observatory or announced by the Government	Is Issued/Announced or Remains In Force	Work Arrangements for Staff Members
<b>Typhoon Signal No. 1 or No. 3</b>	Before the start of working hours and during working hours	Staff members should report for duty as normal, or remain at work.
<b>Pre-No. 8 Typhoon Signal Warning</b>	Within two hours before the start of working hours or is still in force at that time having been issued earlier	Staff members will not be expected to report for duty, except those who are required to do so in such emergencies.
	Warning is lowered or changed to Signal No 3 or below before 9 a.m.	Staff members should report for work for the day, transport conditions permitting.
	Warning is lowered or changed to Signal No 3 or below before 1 p.m.	Staff members should report for work for the afternoon, transport conditions permitting.
	For staff members who have evening duties : Warning is lowered or changed to Signal No 3 or below before 4 p.m.	Staff members with evening duties should report for work, transport conditions permitting.
	Issued during working hours	All offices will remain open until Typhoon Signal No 8 or above is issued. Staff members who may have greater hardships in travelling (including staff members who are pregnant, with disability, or with long and/or difficult journeys to get home) may be allowed to return home.
<b>Typhoon Signal No. 8 or above</b>	Before the start of working hours and remains in force after 9 a.m.	Staff members need not report for work for the morning before the lunch break.
	Remains in force after 1 p.m.	Staff members need not report for work for the afternoon.
	Signal is lowered before 1 p.m.	Staff members should report for work for the afternoon, transport conditions permitting. If staff members are unable to report for duty due to practical difficulties, they should notify their supervisors/Heads of Departments as soon as possible, and the University will make flexible arrangements under such circumstances.
	For staff members who have evening duties : Signal is lowered or changed to Signal No 3 or below after 4 p.m.	Staff members with evening duties need not report for work for the evening.
	For staff members who have evening duties : Signal is lowered or changed to Signal No 3 or below before 4 p.m.	Staff members with evening duties should report for work, transport conditions permitting. If staff members are unable to report for duty due to practical difficulties, they should notify their supervisors/Heads of Departments as soon as possible, and the University will make flexible arrangements under such circumstances.
	Issued during working hours	Other than those staff members who are required to perform emergency duties, staff members are generally not expected to remain on duty.
<b>"Extreme Conditions"</b>	Before the start of working hours and remains in force after 9 a.m.	Staff members need not report for work for the morning before the lunch break.
	Remains in force after 1 p.m.	Staff members need not report for work for the afternoon.
	Is cancelled before 1 p.m.	Staff members should report for work for the afternoon, transport conditions permitting. If staff members are unable to report for duty due to practical difficulties, they should notify their supervisors/Heads of Departments as soon as possible, and the University will make flexible arrangements under such circumstances.
	For staff members who have evening duties : Is cancelled after 4 p.m.	Staff members with evening duties need not report for work for the evening.
	For staff members who have evening duties : Is cancelled before 4 p.m.	Staff members with evening duties should report for work, transport conditions permitting. If staff members are unable to report for duty due to practical difficulties, they should notify their supervisors/Heads of Departments as soon as possible, and the University will make flexible arrangements under such circumstances.
<b>Amber Rainstorm Warning</b>	Before the start of working hours and during working hours	Staff members should report for duty as normal, or remain at work.
<b>Red Rainstorm Warning</b>	Before the start of working hours and during working hours	Staff members should report for duty as normal, or remain at work. Staff members who may have greater hardships in travelling (including staff members who are pregnant, with disability, or with long and/or difficult journeys to get home) may be allowed to return home.
<b>Black Rainstorm Warning</b>	Before the start of working hours and remains in force after 9 a.m.	Staff members need not report for work for the morning before the lunch break.
	Remains in force after 1 p.m.	Staff members need not report for work for the afternoon.
	Warning is lowered before 1 p.m.	Staff members should report for work for the afternoon, transport conditions permitting. If staff members are unable to report for duty due to practical difficulties, they should notify their supervisors/Heads of Departments as soon as possible, and the University will make flexible arrangements under such circumstances.
	For staff members who have evening duties : Remains in force after 4 p.m.	Staff members with evening duties need not report for work for the evening.
	For staff members who have evening duties : Warning is lowered before 4 p.m.	Staff members with evening duties should report for work, transport conditions permitting. If staff members are unable to report for duty due to practical difficulties, they should notify their supervisors/Heads of Departments as soon as possible, and the University will make flexible arrangements under such circumstances.
	Issued during working hours	Staff members working indoors should continue with their work. Staff members working outdoors should stop and take shelter, and not resume any outdoor work until the warning is lowered and weather conditions permit. Head of Department should be flexible in administrating the above procedures. Staff members' safety should be given the first priority.

### Note :

#### Annual Leave Arrangement :

If a staff member wishes to apply for annual leave on the day the Typhoon Signal No. 8 or above / the Black Rainstorm Warning is lowered, or the "Extreme Conditions" period is cancelled, such annual leave, if approved, will be regarded as a whole-day leave if the Typhoon Signal No. 8 or above / the Black Rainstorm Warning is lowered, or the "Extreme Conditions" period is cancelled before 11:00 a.m., and as a half-day leave if it is lowered/cancelled thereafter.