

**Subcommittee on Post Office (Amendment) Regulation 2013
Follow-up to Meeting on 25 October 2013**

At the meeting of the Legislative Council Subcommittee on Post Office (Amendment) Regulation 2013 held on 25 October 2013, the Administration was requested to provide a written response on the estimated timeframe for bringing the uncompensated time-off in lieu balance in Hongkong Post within the service-wide accumulation ceiling.

2. Hongkong Post's regular workforce caters for the average mail traffic volume. Despite continuous effort to minimise the need for overtime work through various productivity enhancement measures such as streamlining work processes, mechanisation of work procedures and wider use of information technology, overtime work cannot be avoided due to seasonal and daily fluctuations in mail traffic and the requirement to meet the pledged performance targets.

3. Under the Civil Service Regulations, overtime work for civil servants should normally be compensated by time off in lieu (TOIL) and the ceiling on the accumulation of uncompensated TOIL hours by a civil servant should normally be set at 180 hours, or at a lower level if the Head of Department sees fit. In accordance with the guidelines promulgated by the Civil Service Bureau under the Non-civil Service Contract (NCSC) Scheme, overtime work performed by NCSC staff should be compensated by TOIL only.

4. To work down the uncompensated TOIL balance accumulated by HKP staff, we have implemented a number of measures, including reducing the need for overtime work at source by reducing manual work steps and re-engineering work processes, rescheduling the duty hours of staff to align with the workload as far as practicable, requiring all staff to clear their time-off earned in the current month by the following month, filling vacancies as quickly as possible, and setting up a dedicated TOIL clearance team targeting in particular those cases with a relatively higher balance of uncompensated TOIL hours.

5. As a result of these measures, the total number of uncompensated TOIL hours has decreased by 11% from end December 2012 to end September 2013. For those staff with an uncompensated TOIL balance, 96% of them had a balance not exceeding 180 hours and about 87% had a balance not exceeding 100 hours. Barring unforeseen circumstances, we expect that the number of uncompensated TOIL hours of all staff will be within the service-wide accumulation ceiling by around mid-2015.