

Dear Colleagues,

Arrangements During Typhoons/Rainstorms

With the approach of the typhoon/rainstorm season, colleagues are reminded of the relevant guidelines on the "[Arrangements for University Offices](#)" issued by the Human Resources Office and the "[Bad Weather Arrangements for Classes and Examinations](#)" issued by the Academic Registry.

Staff are expected to return to work as soon as practicable having regard to weather and traffic conditions when

- a) "extreme conditions" is not in place, typhoon no. 8 or "Black" Rainstorm Warning Signal is removed at or before 1:30 p.m.; or
- b) "extreme conditions" is in place, both typhoon no. 8 and "extreme conditions" are removed at or before 1:30 p.m.

Staff should communicate with their supervisors as soon as possible if they have difficulties in reporting for duty.

In view of the different operational needs of individual offices, and the need for certain staff to be on shift duties or stand-by for emergency calls, Faculties/Schools/Departments/Offices should lay down specific guidelines on work arrangement in times of typhoons/rainstorms as appropriate.

Colleagues are advised to acquaint themselves with the arrangements as set out in the relevant guidelines.

Human Resources Office

26 May 2022