

**The Hong Kong Polytechnic University**  
**Benefits for Long Serving Retiree's Cardholders<sup>#</sup>**  
 (Approved Early Retirement cases with at least 15 years of service)

### 1. Medical and Dental Services

The provision of medical and dental benefits to staff members who leave the service of the University on approved early retirement is subject to the general principle of no double benefit provisions. The medical and dental benefits shall cease immediately if the retiree enters into another employment that provides medical benefits or receive any medical and dental benefits from the employer of his/her spouse or another source not purchased by the retiree or his/her spouse. Upon receiving the medical and dental benefits provided by the University, the retiree shall not receive any medical and dental benefits from the employer of his/her spouse or another source not purchased by the retiree or his/her spouse.

Long Serving Retiree's Cardholders are entitled to receive the following medical and dental services, subject to an overall benefit limit of up to HK\$1,800/person/year.

- a. \* Medical care at the University Health Service (UHS) with simple medications (3 days maximum per visit);
- b. \* Chinese Medicine Practitioner consultation at UHS including the cost of the first prescription of herbal medicine for each visit;
- c. Prescribed long-term medication to be dispensed at the UHS dispensary, if required;
- d. Physiotherapy, occupational therapy, diagnostic optometry at on-campus clinics upon referral by UHS doctors;
- e. Basic in-house laboratory investigations and investigations prescribed through UHS;
- f. Medical check-up, pap smear (for female), and immunization, *etc.* at UHS; and
- g. Dental care (optional) provided at the clinics of the University's appointed dentist at an annual rate per person for each year (i.e. 1 July to 30 June of the following year) to be deducted from the overall annual medical and dental benefit limit. The current annual rate is HK\$296 which is subject to revision as deemed appropriate.

\* Subject to 1 visit per person per day and the aggregate visit limit for items (a) and (b) is 50 visits per person per year.

### 2. Library

Long Serving Retiree's Cardholders are entitled to use library facilities. They will enjoy loan quota and loan period for borrowing books from the Library same as those prior to their leaving the University.

For further details, please refer to the website of the Library.

### 3. Sports Facilities

Long Serving Retiree's Cardholders are entitled to use campus sports facilities managed by the Student Affairs Office. They may bring along their guests (including spouse), up to a maximum of three at one time, by purchasing guest tickets. The charge per guest ticket is currently HK\$20 per visit.

Each user of the campus sports facilities is required to observe the 'Regulations Governing the Use of the Sports Facilities on Campus' which are available at the website of the Student Affairs Office.

### 4. Car Parking Facilities

Long Serving Retiree's Cardholders can enjoy free parking for the first hour and reduced hourly parking charges for subsequent hours during the hours specified below if they can produce the Long Serving Retiree's Cards at the Shroff Office upon leaving the carpark. The current reduced rate is HK\$15 per hour.

Period of parking at reduced rate:

Weekdays	5:00 pm – 1:00 am of the following day
Sat / Sun / Public Holidays	7:00 am – 1:00 am of the following day

Note: Overnight parking is normally not allowed.

The regular rate of HK\$40 per hour will be charged for parking outside the above specified hours.

Cardholders should observe all the clauses as stipulated in the Campus Traffic and Parking Regulations which is available at the website of the Campus Facilities and Sustainability Office.

## 5. Staff Club

Long Serving Retiree's Cardholders who have been an Ordinary Members of the Staff Club for at least 3 years before retirement may apply for Retiree Membership without being required to pay the deposit and subscription fee. Application forms can be downloaded from the [Staff Club website](#).

## 6. IT Services

Long Serving Retiree's Cardholders are eligible to apply for IT services provided by PolyU. Registered users will be able to enjoy the following IT services:

- PolyU Connect (life-long e-mail service)
- WiFi service (on campus and at other designated service locations)

Registration can be made online at PUsecure Identity Portal. Please visit the PUsecure Service Website for details of the registration process. For details of the IT services, please visit ITS website. In case of enquiries, please call ITS Help Centre at 2766 5900.

## 7. Catering Services

Long Serving Retiree's Cardholders are eligible to patronize the specified catering outlets on campus by producing their Long Serving Retiree's Card at the entrance to the respective outlets. Details of the specified catering outlets are available at the CFSO website.

- # Note:
1. The provision of the LSR benefits is at the discretion of the University and the University reserves the right to withdraw the provision of such benefits at any time as deemed appropriate.
  2. Should there be any changes to the information (including decease, etc.) of the Long Serving Retiree's Cardholders, immediate family members of the Cardholders should give immediate notification, verbally or in writing, to the Human Resources Office of any such change and return the card(s) to the Human Resources Office for disposal.
  3. Long Serving Retiree's Card is renewable every year. Long Serving Retirees should complete the appropriate renewal form and send the completed form to HRO for processing one month before card expiry. No individual reminder on card renewal will be issued.
  4. The provision of medical and dental benefits is subject to the general principle of no double benefit provisions.
  5. For Long Serving Retirees leaving the University at the age of 60 or above or on approved early retirement, the University will provide only one type of medical/dental benefit or service, if applicable, at any one time. In the event that a Long Serving Retiree is re-employed by the University where medical/dental benefit or service is provided, he/she is required to make an option to receive either the long serving retiree benefits or the medical/dental benefit or service provided under the re-employment. The Long Serving Retiree is not allowed to change his/her option within six months from the effective date of his/her last option.
  6. For Long Serving Retirees leaving the University on approved early retirement, their retiree's medical and dental benefits shall cease immediately if they enter into an employment, whether in the University or an outside organization, that provides medical benefits. They may however apply for the retiree's medical and dental benefits again if they are no longer eligible for such benefits in an employment.

June 2024

香港理工大學  
人力資源處

長期服務退休員工證持證人可享用之福利\*  
(在大學服務十五年或以上並獲准提早退休的員工)

(一) 醫療及牙科保健服務

大學為獲准提早退休的長期服務員工所提供的醫療及牙科保健服務，是基於“不支取雙重福利”的原則辦理。假若退休員工從大學離職後獲其他僱主聘用，並享有醫療福利，或接受其配偶之僱主或其他非由該退休員工或其配偶購買的保障所提供的醫療及牙科福利，大學會立即停止向該退休員工提供醫療及牙科保健服務。在享用大學所提供的醫療及牙科保健服務期間，退休員工將不能同時接受其配偶之僱主或其他非由該退休員工或其配偶購買的保障所提供的醫療及牙科福利。

長期服務退休員工證持證人可享用下列之醫療及牙科保健服務，限額為每人每年港幣一千八百元：

- i) \*大學醫療保健處之西醫門診，每次包括最多三天普通藥物；
- ii) \*大學醫療保健處之中醫門診，每次包括第一服中藥；
- iii) 大學醫療保健處藥房配出之處方長期藥物；
- iv) 由大學醫療保健處醫生轉介校內診所提供之物理治療、職業治療及診斷性視光治療；
- v) 校內基本化驗室檢查及由大學醫療保健處指定之檢查；
- vi) 大學醫療保健處提供之健康檢查、柏氏抹片檢查（女性適用）及免疫注射等等；及
- vii) 大學指定牙科醫務所之牙科保健服務（自選項目），有關年費會從每人每年（即7月1日至明年6月30日）可享用之醫療及牙科保健服務限額中扣除，現行的年費為每人港幣296元，大學會於適當時候調整年費。

\* 每人每日最多一次，項目(i)及(ii)每年總限額為五十次。

(二) 圖書館

長期服務退休員工證持證人可使用圖書館設施，借書的數量及借書期限與離職前相同。有關詳情，請參閱圖書館網站。

(三) 運動設施

長期服務退休員工證持證人可使用學生事務處轄下的校內運動設施。持證人亦可購買嘉賓入場券，攜同每次最多三名訪客（包括配偶）進場，現時每位嘉賓每張入場券為港幣二十元。

每位使用校內運動設施者須遵守《校內運動設施使用條例》，此條例詳載於學生事務處之網站以供參閱。

(四) 停車場設施

長期服務退休員工證持證人只須於停車場繳費處出示長期服務退休員工證，於下列時間便可享有首小時免費泊車及其後時鐘泊車優惠。現時優惠泊車費為每小時港幣十五元。

泊車優惠時間：

星期一至五	下午五時至翌日清晨一時
星期六、日及公眾假期	上午七時至翌日清晨一時

註：不准通宵泊車

除以上時間外，其餘時間泊車收費將按常規收費率每小時港幣四十元。

持證人須遵守《校園交通及停車規例》內所有條款。該規例詳載於設施及可持續校園處網站。

#### (五) 職員會所

若長期服務退休員工證持證人在退休前已經是職員會所的普通會員最少 3 年，便可申請成為「退休會員」，不需繳交保證金和年費。申請表可從[職員會所網站](#)下載。

#### (六) 資訊科技服務

長期服務退休員工證持證人可申請使用大學提供的資訊科技服務。註冊登記用戶可享用以下的資訊科技服務：

- PolyU Connect (終身電郵服務)
- WiFi 服務 (在校園內及其他特定服務地點)

註冊登記可在網上 [PUsecure Identity Portal](#) 辦理。有關註冊詳情，請瀏覽 [PUsecure Service Website](#)。有關資訊科技服務詳情，請瀏覽資訊科技處網站。如有任何查詢，請致電 2766 5900 聯絡資訊科技處服務中心。

#### (七) 飯堂設施

長期服務退休員工證持證人可憑其證件以進入指定的校內飯堂或餐廳用膳。有關詳情載於設施及可持續校園處網站。

- # 註:
1. 長期服務退休員工的福利由大學全權決定，大學有權於適當時候撤回此類福利。
  2. 如資料有變(包括身故等)，長期服務退休員工的直系親屬將立即以口頭或書面方式知會人力資源處，並將有關證件交還人力資源處。
  3. 長期服務退休員工證每一年續期一次，長期服務退休員工須填妥有關續證表格並於證件到期前一個月寄回人力資源處作出申請。人力資源處不會個別通知辦理續證。
  4. 長期服務退休員工所享有的醫療/牙科保健服務須按“不支取雙重福利”的原則辦理。
  5. 長期服務退休員工於六十歲或以上離職或獲准提早退休員工，大學只會提供一種醫療/牙科保健服務。如長期服務退休員工重新受聘於本大學，並享有員工醫療/牙科保健服務，退休員工須於退休福利及員工福利中作出選擇。此福利選擇不能於六個月內再作出更改。
  6. 獲准提早退休員工若獲其他僱主聘用，並享有醫療福利，大學將會立即停止為其提供醫療及牙科保健服務。當長期服務退休員工不再享有此醫療福利後，可向大學重新提出醫療/牙科保健服務申請。

二零二四年六月