

Long Serving Retiree's Card

1. Issuance of Long Serving Retiree's Card

The following staff members may apply for the Long Serving Retiree's Card:

- (a) Full-time staff members who leave the University's service upon retirement, resignation or completion of their contracts at the age of 60 or above and have served the University for at least 15 years. Their legal spouse may apply for the Long Serving Retiree's Spouse Card.
- (b) Full-time staff members leaving the University's service on approved early retirement and have served the University for at least 15 years.

The card is free-of-charge and application forms are obtainable from the Human Resources Office. Cardholders can use the services/facilities as detailed in paragraph 2 below subject to the general principle of no double benefit provisions, and rules and regulations of each individual service/facility. Please refer to the [Appendix](#) for guidelines regarding the application for the Long Serving Retiree's Card.

2. Benefits for Long Serving Retiree's Cardholders

2.1 Medical and Dental Services

Long Serving Retiree's Cardholders and their legal spouses (who may apply for a Long Serving Retiree's Spouse Card) are provided with the following medical and dental services, subject to an overall benefit limit of up to HK\$1,800 per person per year.

- (a) ¹Medical care at the University Health Service (UHS) with simple medications (3 days maximum per visit);
- (b) ¹Chinese 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;
- (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 immunisation, etc. at UHS; and
- (g) Dental care (optional) provided at the clinics of the University's appointed dental service provider at a rate determined by the University and to be deducted from the above-mentioned annual limit. For the scheme year from 1 July 2024 to 30 June 2025, the said rate is \$296 per annum.

¹ 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.

2.2 Library Services

Long Serving Retiree's Cardholders can make use of 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 visit the [Library website](#).

2.3 Sports Facilities

Long Serving Retiree's Cardholders can make use of the campus sports facilities managed by the Student Affairs Office. They may bring along their guests (including spouse), up to a maximum of three at any one time, by purchasing guest tickets. The charge per guest is currently HK\$20 per visit. The charge of a guest ticket for spouses of Long Serving Retirees is waived subject to the following conditions:

- (a) Spouses of Long Serving Retirees shall continue to be a guest of the Long Serving Retiree for entry to the campus sports facilities, but the purchase of a guest ticket is not required.
- (b) When entering the campus sports facilities, the spouse of Long Serving Retiree shall be accompanied by the Long Serving Retiree and is required to produce his/her Long Serving Retiree's Spouse Card and also sign on the register at the entrance counter.
- (c) Spouses of Long Serving Retirees can use the campus sports facilities and the swimming pool, but they cannot make booking for the sports facilities on their own and cannot bring in any guests.
- (d) Other than the spouse, each of the guest of the retiree is required to purchase a guest ticket.

Apart from the above conditions, each user of the campus sports facilities should observe the "Regulations Governing the Use of the Sports Facilities on Campus" which are available at [the website of Student Affairs Office](#).

2.4 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 by presenting their hourly parking tickets together with their Long Serving Retiree's Cards at the Shroff Office upon leaving the carpark. The current reduced rate is HK\$15 per hour.

The reduced rate is applicable to the following periods of parking:

Weekdays:	5:00 pm - 1:00 am of the following day
Saturday / Sunday / Public Holidays:	7:00 am - 1:00 am of the following day

Please note that no vehicle will be permitted to remain overnight on campus.

The regular rate of HK\$40 per hour will be charged for parking outside the above specified hours and there will be no free parking for the first hour.

Cardholders should observe the "Campus Traffic and Parking Regulations", which are available at [the website of the Campus Facilities and Sustainability Office](#).

2.5 Catering Facilities

Long Serving Retiree's Cardholders can patronise specified catering outlets on campus by producing their Long Serving Retiree's Cards at the entrance of the respective outlets. Details of the specified catering outlets are available at [the website of Finance Office](#).

2.6 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 Email Service](#)
- [Wi-Fi Service](#)

To access the above services, Long Serving Retiree needs to register for a PolyU NetID. Registration can be made online at [Identity Portal](#). Please visit [the website of Information Technology Services Office](#) for further information.

2.7 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 deposit and subscription fee. Application forms can be downloaded from the [Staff Club website](#).

28 June 2024

Guidelines on Application for the Long Serving Retiree's Card and Benefits

1. The provision of the Long Serving Retiree's Card and benefits is at the discretion of the University and the University reserves the right to withdraw the provision of such card and benefits at any time as deemed appropriate.
2. Long Serving Retiree/Long Serving Retiree's Spouse may apply for renewal of Long Serving Retiree's Card/Long Serving Retiree's Spouse Card by completing 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.
3. Applicants of Long Serving Retiree's Card (for both new application and renewal) are required to complete the relevant form and undertake not to engage in any conduct or activities which may adversely affect the University's operation or may bring the University into disrepute.
4. For full-time staff members leaving the University's service on resignation at the age 60 or above and have served the University for at least 15 years, their applications for Long Serving Retiree's Cards and benefits will be presented to the Resources Advancement and Management Committee via the Overseeing Senior Management Executive and the Head of Unit for consideration.
5. For staff members found to have misconduct prior to leaving the University's service, the University may not approve their applications for Long Serving Retiree's Cards and benefits.
6. In the event that a Long Serving Retiree's Card holder has participated in an activity that is considered by the University to have caused damage to its reputation, such as conviction of criminal offences in Hong Kong and other places, the Long Serving Retiree's Card and benefits (including those of the spouse where applicable) may be rescinded.
7. When there are cases being identified with circumstances stated in paragraphs 5 or 6 above, they will be referred to Resources Advancement and Management Committee via the Overseeing Senior Management Executive and the Head of Unit for consideration and decision on whether the application for Long Serving Retiree's Card and benefits will be approved or the existing Long Serving Retiree's Card and benefits will be rescinded.
8. For new applications for LSR and LSRER cards, Heads of Units will be required to provide input, particularly in relation to paragraph 5 above.
9. The provision of services and facilities to Long Service Retiree's Cardholders is subject to the general principle of no double benefit provisions, and rules and regulations of each individual service/facility.
10. Subject to the general principle of no double benefit provisions, the University will provide only one type of medical/dental benefit or service, if applicable, at any one time to staff members who are eligible for more than one type of medical/dental benefit or service from the University.
11. In the event that Long Serving Retirees leaving the University at the age of 60 or above is re-employed by the University where medical/dental benefit or service is provided for the employment, 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.
12. 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 organisation, 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.