

**HONG KONG BAPTIST UNIVERSITY**  
**Human Resources Office**

**Policy Guidelines on Implementing A “Five-Day Work Week”**

**Objectives**

For the purpose of enhancing work-life balance and enabling colleagues to better meet their personal and/or family needs, the University will implement a “Five-Day Work Week (5DWW)” for non-teaching staff whose contractual working hours are 39 hours per week with effect from 1 July 2014.

**Guiding Principles**

The implementation of a 5DWW is based on the following guiding principles:

- (a) As an educational institution, the University must ensure that the operation and work pattern of individual units could effectively support its educational mission in the provision of teaching and learning activities, which may be offered throughout the week;
- (b) “Essential services”, including student services, library, security, IT, clinical, cleaning services, etc. will continue to be provided on Saturdays and/or Sundays according to the service needs and requirements of the University; and
- (c) The “contractual working hours” of non-teaching staff as agreed under service contracts with individual staff will remain unchanged.

**Implementation Guidelines**

1. The University will adopt “core operating hours” as below:

**Official Opening Hours of University offices (unless otherwise specified)**

Monday to Friday : 9:00 am to 1:00 pm; 2:00 pm to 5:50 pm  
Saturday : Closed (except for essential services)

2. The 5DWW is not applicable to non-teaching staff who work according to a “roster duty” and whose contractual working hours are 45 hours per week.
3. In implementing a 5DWW, Deans and Heads should consider the need for “essential services” to be provided on Saturdays and/or Sundays, the *service needs* and *staffing support* of the Faculty/School/Department/Office. Specifically, Deans and Heads may implement a 5DWW by either arranging for colleagues to have two consecutive days off during weekends, or a “five-day-work, two-day-off” schedule.
4. For Faculties/Schools/Departments/Offices which may consider the implementation of a 5DWW not practicable at this stage, they can continue to operate under the “Flexible Work Pattern” arrangement and/or introduce a 5DWW by phase.

5. Staff who are not required to work on Saturday will normally work longer hours from Monday to Friday. Staff who have been arranged to perform ad hoc duty on a Saturday will be entitled to compensation leave on a one hour-to-one hour basis within the following 4 months, or according to the existing practice. A brief summary of the 5DWW arrangement is as follows:

<b>Applicable to non-teaching staff with contractual working hours of 39 hours per week, with a 1-hour lunch break</b>			
		Monday to Friday	Saturday
Faculties/Schools/Departments/ Offices <u>without</u> essential services on Saturdays	All staff	9:00 am to 5:50 pm	Off
Faculties/Schools/Departments/ Offices <u>without</u> essential services <u>but with ad hoc duties</u> on Saturdays	With no ad hoc duties on Sat	9:00 am to 5:50 pm	Off
	With ad hoc duties on Sat	9:00 am to 5:50 pm	On duty as required, and take compensation leave within the following 4 months, or according to the existing practice
Faculties/Schools/Departments/ Offices <u>with</u> essential services on Saturdays	Roster Duty (implement a “five-day-work, two-day-off” schedule or maintain status quo)		

6. ***Different Opening Hours*** - It is recognized that due to different job nature, some offices may have different opening hours from those stated above. These offices should ensure that all their service users are well informed of their opening hours via the University website and/or notices displayed on conspicuous places near the entrance of the office.

7. ***Annual Leave on Saturdays*** - With the implementation of a 5DWW, non-teaching staff who are arranged to be “on duty” on a Saturday are advised to “swap” the duty date with another colleague within the same Faculty/School/Department/Office instead of applying for annual leave on Saturday. With this understanding, **annual leave on Saturday will be counted as 0.5 day, unless otherwise stated.**

### **Future Updates**

Deans and Heads are advised to update the Human Resources Office of the opening hours and/or work arrangement of non-teaching staff under your supervision whenever there are changes so that the University can keep track of the overall work arrangement.

Human Resources Office  
June 2014

香港浸會大學  
人力資源處  
實施「五天工作周」的政策指引

## 目的

為推廣工作與生活的平衡，及幫助同事更能善用工餘時間配合個人及家庭需要，大學將由 2014 年 7 月 1 日起為每周工作時數為 39 小時的非教學人員實施「五天工作周」。

## 原則

大學依照以下原則推行「五天工作周」：

- (a) 作為教育機構，大學須確保所有部門之運作能有效支援教學及學習有關活動，無論該活動是在周末或周日舉行；
- (b) 必須按照大學實際的需求，繼續為有需要的使用者提供所需的服務，包括學生服務、圖書館、保安、資訊科技、臨床診症、清潔等所有「必需服務」；及
- (c) 所有非教學人員的工作時數仍按照其於服務條件／合約內所訂定的時數，將維持不變。

## 實施指引

1. 大學將更新其「一般辦公時間」如下：

**辦事處辦公時間(另有訂定除外)**

星期一至五：上午九時至下午一時；下午二時至五時五十分  
星期六：休息（「必需服務」除外）

2. 「五天工作周」並不適用於按「輪值表」上班和合約內訂明每周工作時數為 45 小時的非教學人員。
3. 各學院院長及部門主管應考慮是否有需要在星期六及／或星期日提供「必需服務」，在平衡**服務需求及人力安排**下推行「五天工作周」。按個別情況，各學院院長及部門主管可以「周末連續休息兩天」模式或以「每周五天工作、兩天休班」值班模式來推行「五天工作周」。
4. 若認為於現時推行「五天工作周」並不可行，學院／學系／部門可繼續維持現有的「彈性工作時間安排」及／或以分階段形式推行「五天工作周」。
5. 同事若不需要於星期六上班，其一般於星期一至五的工作時間將稍為延長。同事若被安排於星期六上班以應付特別的工作，將會以「一小時對一小時」方式於之後的四個月內獲得補假，或按照現行的安排。「五天工作周」安排總結如下：

適用於合約內訂明每周工作時數為 39 小時及午飯時間為一小時之非教學人員			
		星期一至五	星期六
學院／學系／部門無需在星期六提供「必需服務」	所有同事	上午九時至 下午五時五十分	休息
學院／學系／部門無需在星期六提供「必需服務」但於星期六有特別的工作	於星期六沒有特別的工作	上午九時至 下午五時五十分	休息
	於星期六有特別的工作	上午九時至 下午五時五十分	按工作需要上班，並於之後的四個月內領取補假，或按照現行的安排
學院／學系／部門需要在星期六提供「必需服務」	按「輪值表」上班 (以「每周五天工作、兩天休班」的值班模式來推行「五天工作周」或維持「彈性工作時間安排」)		

6. **不同開放時間** – 由於個別部門的工作性質不同，其辦公時間可能有別於第一段所述。請有關的學院／學系／部門透過大學網頁及於各學院／學系／部門入口當眼位置張貼告示，讓公眾人士知悉有關部門的辦公時間。

7. **星期六申請假期的安排** – 在實施「五天工作周」後，大部分非教學人員於星期一至星期五的工作時間將稍為延長，及於星期六休息。因此，如同事需於按工作需要上班之星期六申請假期，可與同學院／學系／部門的同事對調星期六的上班日，以代替申請放假。故此，**除特別事先聲明或個別部門另有安排外，人力資源處將於實施「五天工作周」後，計算星期六為 0.5 天年假。**

## 更新

若學院／學系／部門的辦公時間及／或職員的工作時間安排在日後有任何改動或更新，煩請各學院院長及部門主管盡快通知人力資源處，以便大學能掌握有關同事工作安排的情況。

人力資源處  
2014 年 6 月