

HONG KONG BAPTIST UNIVERSITY

**HUMAN RESOURCES POLICIES & PROCEDURES/ LEAVE**

**Policy Guidelines on Annual Leave**

**(Effective 1 July 2022)**

1. A staff member should make an online application for annual leave. All applications for leave should be endorsed by the Head of Department/Academy/immediate Supervisor (“Supervisor”) and approved by Faculty/School Dean/Head of Office concerned. In all cases, due consideration should be given to the staffing requirements of the Department/Academy/Office which will take precedence over other considerations.
  2. Applications for annual leave should be made well in advance, with a reasonable length of notice period as advised by the Supervisor. Non-teaching staff should take his/her annual leave during the period of lower administrative activities. In the case of teaching staff, annual leave shall cover the period of lower teaching activities in the summer months. Applications for annual leave whilst classes are in session will not be approved unless there are strong compassionate grounds for doing so, subject to the approval of the Faculty/School Dean.
  3. In view of the special needs of each Faculty/School/Department/Academy/Office (“Unit”), staff may be required to take their annual leave during some designated leave periods as assigned by the Unit. However, the Unit concerned should inform the staff well in advance, normally not less than two calendar weeks prior to the leave arrangement.
  4. Staff who wish to go abroad during leave are advised to inform the Supervisor before departure from Hong Kong, and provide a means for emergency contact.
  5. Staff are encouraged to take leave on an annual basis to get rest from work, and to avoid excessive accumulation of leave.
  6. The provision of annual leave to each staff member should be made in accordance with the relevant clause on "Leave" as specified in the Letter of Appointment/Terms of Service.
- 6.1 **For staff appointed under the New Pay and Reward Structure with the leave provisions of 14 working days per year, 18 working days per year and 22 working days per year:**
- (a) half of the annual leave provision upon the anniversary of appointment may be carried forward to the following 3-month period, and up to a maximum period of 6 months subject to exceptional approval from the following respective authorities:

Staff grades	Approving authority
Academic/teaching staff and Non-teaching staff at managerial/senior professional grades	Respective Vice-President or above
Non-teaching staff at executive/professional or general grades	Respective Faculty/School Dean/Head of Office

- (b) One additional working day of annual leave can be earned per year upon the anniversary of starting service up to a total of four additional working days for those who have completed 10 years of continuous service; the period of no pay leave, if any, will be excluded from the counting of staff's service years;
- (c) On resignation or retirement, payment of outstanding accumulated annual leave up to the following limits will be provided to staff, subject to approval by respective Vice-President or above:

Staff grades	Maximum payment of outstanding accumulated annual leave	Approving authority
Academic/teaching staff and Non-teaching staff at managerial/senior professional grades	not more than one calendar month	Respective Vice-President or above
Non-teaching staff at executive/professional or general grades	not more than two calendar weeks	

**6.2 For staff whose annual leave is calculated on the basis of calendar days and accumulated at the rate of one day for every seven days of service:**

- (a) Annual leave is subject to a maximum accumulation of 91 calendar days;
- (b) Since the earned annual leave is calculated on the basis of calendar days, leave cannot normally be approved for a period of less than seven days. Under exceptional circumstances, however and subject to the approval of the Dean/Head of Faculty/School/Office, staff may request for annual leave of shorter than seven days and such leave taken in working days will be converted back to calendar days by applying the following formula:

$$\text{Leave taken in working days} \div 5.25 \times 7 = \text{Leave taken in calendar days}^*$$

*\*Any fraction of a day will be rounded up to the nearest 0.5 or 1.0*

- (c) Periods of leave could not be taken by a combination of casual leave and annual leave;
- (d) Any Saturdays/Sundays, Public/Statutory Holidays falling within and immediately after the annual leave period will be included as annual leave, unless colleagues who are required to report duty on those days;
- (e) A staff member will not be eligible for the specified period of annual leave or payment in lieu if he/she resigns before having completed two semesters of work (for academic staff). The leave provisions under these circumstances will be made in accordance with the Employment Ordinance.
- (f) On resignation or retirement, payment of outstanding accumulated annual leave up to the following limits will be provided to staff, subject to approval by respective Vice-President or above:

Staff grades	Maximum payment of outstanding accumulated annual leave	Approving authority
Academic/Lecturer/Instructor staff appointed on or after 1 January 2002	not more than one calendar month	Respective Vice-President or above
Academic/Lecturer/Instructor staff and Managerial/Senior Professional staff appointed before 1 January 2002	not more than 91 calendar days	

**6.3 For staff appointed before 1 July 2001 and with the leave provisions of 21/30 working days per year and 14/21 working days per year:**

- (a) Earned annual leave from the previous leave year (1 September to 31 August) cannot be carried forward to the next leave year;
- (b) On resignation or retirement, payment of outstanding accumulated annual leave up to a maximum of two times of annual entitlement, will be provided to staff subject to approval by respective Vice-President or above.

**6.4 For staff appointed on or after 1 July 2001 and until 31 December 2004 and with the leave provisions of 14/18 working days per year, 18/22 working days per year and 22/26 working days per year:**

- (a) Annual leave is subject to a maximum accumulation of two times of annual entitlement;
- (b) On resignation or retirement, payment of outstanding accumulated annual leave up to a maximum of two times of annual entitlement, will be provided to staff subject to approval by respective Vice-President or above.

**6.5 For part-time/fractional time staff who work for 18 hours or more per week and for a continuous period of 4 weeks:**

- (a) Annual leave will be provided at the rate of one working day per month of service;
- (b) For the purpose of taking leave, one working day when defined in terms of hours would be the average daily working hours in a week.

**7. For staff whose annual leave is calculated on the basis of working days for each year of service from the date of assumption of duty (referring to the staff mentioned in par. 6.1, 6.3 and 6.4):**

- i. 'A year of service' is equivalent to 365 days regardless of the leap year;
- ii. For any period of service less than one year (but with a minimum of three months), annual leave entitlement is calculated on a pro-rata basis. For the purpose of this clause, 'service' shall exclude no pay leave and extended period of leave such as sabbatical leave;
- iii. The unit for leave taken is usually on a half-day or a whole day basis during weekdays;
- iv. Non-teaching staff please refer to the Policy Guidelines on [Implementing A "Five-Day Work Week"](#) for the annual leave on Saturdays.
- v. For staff on Workman and Artisan staff grades, any Saturday falling within the annual leave period will be counted as 0.5 day;
- vi. At the time of departure in resignation cases, annual leave balance in working days will be converted to calendar days for the purpose of calculating the pay end date, by applying the following formula:

For all staff (with the exception of staff on Workman and Artisan staff grades) whose annual leave is calculated on the basis of working days:

$$\text{Leave balance in working days} \div 5.25 \times 7 = \text{Leave balance in calendar days}^*$$

For staff on Workman and Artisan staff grades:

$$\text{Leave balance in working days} \div 5.5 \times 7 = \text{Leave balance in calendar days}^*$$

*\*Any fraction of a day will be rounded up to the nearest 0.5 or 1.0.*

- 8. For staff on fixed-term employment, earned annual leave should be taken within the contract period. There will not be any payment in lieu of leave not yet taken upon completion of contract.
- 9. For any leave taken in advance but have not been earned at the time of departure, staff should repay the salary paid to him/her in respect of the period of excess leave.

9.1 **For this purpose, the number of working days of annual leave taken in advance should be converted back to calendar days by applying the following formula:**

For all staff (with the exception of staff on Workman and Artisan staff grades) whose annual leave is calculated on the basis of working days:

$$\text{Annual leave in working days} \div 5.25 \times 7 = \text{Annual leave in calendar days}^*$$

For staff on Workman and Artisan staff grades:

$$\text{Annual leave in working days} \div 5.5 \times 7 = \text{Annual leave in calendar days}^*$$

*\*Any fraction of a day will be rounded up to the nearest 0.5 or 1.0*

10. The University may revise and amend these rules from time to time in the light of operational experience.

Human Resources Office

July 2022

(Formerly P102/L3, 2/09, Revised 7/22)

## 香港浸會大學

人力資源政策及程序/假期年假守則(2022 年 7 月 1 日生效)

1. 同事申請年假須填妥網上年假申請表。所有年假申請須獲得其直屬上司批准及其學院院長/部門主管/直屬上司之認可。在審批年假時，首要視乎部門整體人手編配需求。
2. 同事申請年假須給予直屬上司雙方同意的合理通知期。非教學人員應於行政活動非繁忙期申取年假。教學人員則應於教學活動非繁忙期申取年假。除有特別理由及獲其學院院長的批准外，上課期間申請的年假將不獲批准。
3. 學院/學系/部門可因其特別的需要，安排同事於指定時段內申取年假。在此等情況下有關的學院/學系/部門須給予同事合理的通知期，一般應不少於兩星期前通知同事有關的安排。
4. 同事在假期內到外地旅遊，大學建議其在離港前通知其直屬上司，並提供旅遊期間的聯絡方法以作緊急聯絡之用。
5. 同事應每年申取年假休息，以免積存過多年假。
6. 年假將按照同事的聘書/服務條件內所載有關「年假」的條款提供。

**6.1 以下條款適用於新薪酬及福利架構下，每年年假日數為 14 工作天、18 工作天或 22 工作天的同事：**

- (a) 其所享的年假，最多只可把年假日數的一半順延至緊接的三個月內申取。除獲得有關批核人員的批准，年假日數的一半方可順延至緊接的六個月內申取：

僱員級別	批核人員
教學人員及非教學人員(管理/高級專業人員級別)	相關之副校長或以上級別
非教學人員(執行/專業人員/一般員工級別)	相關之學院院長/部門主任

- (b) 同事如連續服務滿十年，於隨後四年內的服務周年日可獲額外多一天年假，即最多四天的年假。唯年假遞增的生效日期有可能因放取無薪假而順延。
- (c) 同事於離職或退休的情況下，除獲得相關副校長或以上級別人員的有關批准，所累積而未申取的年假才可以工資支付，唯不得超出以下限額（以日曆天為計算單位）：

僱員級別	以工資支付年假的限額	批核人員
教學人員及非教學人員 (管理/高級專業人員級別)	不超過 1 個月	相關之副校長或以上級別
非教學人員(執行/專業人員/一般員工級別)	不超過 2 星期	

**6.2 以下條款適用於年假以日曆天為計算單位及服務滿七天可享有一天年假的同事：**

- (a) 可累積年假以九十一日(日曆天)為上限；
- (b) 由於年假是以日曆天為計算單位，為期少於七天的年假申請一般不獲批准。唯在特別情況下及得到學院院長/部門主任的批准，同事可支取少於七天的年假，並根據以下的程式把年假由工作天轉化為日曆天：

放取的年假(以工作天計算)  $\div 5.25 \times 7 =$  放取的年假(以日曆天計算) \*

\*所得的數如非整數，將進位至最近的 0.5 或 1.0 計算。

- (c) 年假及事假不可連接申取；
- (d) 緊接年假的所有星期六/星期天、公眾/法定假期日將被計算為年假，如需於上述日子當值者除外；
- (e) 倘若教學人員在未完成兩學期的教學工作前離職，將不能享有以上的年假。在這種情況下，大學將按照僱傭條例提供基本的年假安排。
- (f) 同事於離職或退休的情況下，除獲得相關副校長或以上級別人員的有關批准，所累積而未申取的年假才可以工資支付，唯不得超出以下限額（以日曆天為計算單位）：

僱員級別	以工資支付年假的限額	批核人員
於 2002 年 1 月 1 日或以後聘任的教學人員	不超過 1 個月	相關之副校長或以上級別
於 2002 年 1 月 1 日以前聘任的教學人員及非教學人員(管理/高級專業人員級別)	不超過 91 日曆天	

**6.3 以下條款適用於每年年假為 21/30 工作天和 14/21 工作天的同事：**

- (a) 每年度所賺取的年假必須在緊接的一個年度(九月一日至八月三十一日)全部申取，不得留至下一個年度。

- (b) 同事於離職或退休的情況下，除獲得相關副校長或以上級別人員的有關批准，所累積而未申取的年假才可以工資支付，唯不得超出每年所有年假日數的兩倍（以日曆天為計算單位）。

**6.4 以下條款適用於每年年假為 14/18 工作天、18/22 工作天和 22/26 工作天的同事：**

- (a) 可累積的年假數目最多為現有年假日數之兩倍。
- (b) 同事於離職或退休的情況下，除獲得相關副校長或以上級別人員的有關批准，所累積而未申取的年假才可以工資支付，唯不得超出每年所有年假日數的兩倍（以日曆天為計算單位）。

**6.5 以下條款適用於每週工作不少於 18 小時並連續受僱 4 星期或以上的非全職同事：**

- (a) 同事由上任日期起每服務滿一個月，便可獲 1 個工作天的年假。
- (b) 領取年假時，一個工作天的年假相等於同事一星期內平均的每天工作時數。

**7. 年假以工作天為計算單位的同事請參閱以下條款(適用於上文 6.1 、6.3 及 6.4 的同事)：**

- i. 一年的服務期為 365 天(包括潤年)。
- ii. 服務期少於一年(不少於三個月)，累積的年假將按比例計算。「服務期」不包括無薪假期及長假期(如教學人員適用的進修假期)。
- iii. 年假(星期一至五)申取的單位為半天或一天。
- iv. 非教學人員如需於星期六輪值上班，請根據「[五天工作周](#)」的政策指引申請假期，請與同學院/學系/部門的同事對調星期六的輪班日，以代替申請放假。故此，大學將不會計算星期六為年假，除非部門特別聲明，則計算方法為半天或一天的輪班日分別計算為半天或一天的年假。
- v. 職工級及技工級同事，假期內的每個星期六將作 0.5 天計算。
- vi. 在同事離職的情況下，其所累積年假，將會根據以下的程式，由工作天轉化為日曆天以便計算其支取大學工資的最後日期：

所有年假以工作天為計算單位的僱員(職工級及技工級僱員除外)：

年假(以工作天計算)  $\div 5.25 \times 7 =$  年假(以日曆天計算) \*

職工級及技工級僱員：

年假(以工作天計算)  $\div 5.5 \times 7 =$  年假(以日曆天計算) \*

\*所得的數如非整數，將進位至最近的 0.5 或 1.0 計算。



8. 合約制聘用的同事，所得的年假須於合約期內享用，未能申取的年假將不會以酬金代替。
9. 同事超支的年假，在離職時須補回該等因超支年假所得的薪金。

9.1 超支的年假將採用以下程式，由工作天轉化日曆天為計算單位：

年假以工作天為計算單位的僱員(職工級及技工級僱員除外)：

年假(以工作天計算)  $\div 5.25 \times 7 =$  年假(以日曆天計算) \*

職工級及技工級僱員：

年假(以工作天計算)  $\div 5.5 \times 7 =$  年假(以日曆天計算) \*

\*所得的數如非整數，將進位至最近的 0.5 或 1.0 計算。

10. 因應實際的運作經驗，大學會按時檢討及修訂年假的守則。

人力資源處

2022 年 7 月

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