

## **HONG KONG BAPTIST UNIVERSITY**

### **HUMAN RESOURCES POLICIES & PROCEDURES/ LEAVE**

#### **Policy Guidelines on Casual Leave**

1. Casual leave of 6 working days per academic year is applicable to all academic staff appointed before 1 July 2022.
2. Heads of Departments/Programmes and Course Directors may opt to take additional 6 days of casual leave in lieu of the 6 days of University Holidays within an academic year and they should indicate their option at the beginning of the academic year to enable proper record to be kept by the respective Dean's Office.
3. Only administrative staff member appointed before 1 January 2002 may apply to take 12 days of casual leave each year.
4. Casual leave should be taken on the basis of a half-day or a whole day, casual leave taken on Saturday will be counted as 0.5 day.
5. Periods of leave should not be prolonged by the combination of casual leave and annual leave.
6. There will not be any payment of outstanding casual leave when a staff member leaves the employ of the University.

Human Resources Office  
July 2022  
(Revised 2/06, 7/22)