

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

**Policy on Compassionate Leave**

As a caring employer, the University has family-friendly measures in place in order to cultivate a family-inclusive work environment that enables staff members to tend to their family needs. With effect from 1 July 2012, compassionate leave is applicable for eligible staff members to offer care and provide relief during the difficult period of bereavement.

Eligible staff members who lose a family member on or after the effective date may apply for compassionate leave in accordance with the policy:

1. A full-time staff member who loses a family member, viz spouse, children, parents, parents-in-law, grandparents, grandparents-in-law, siblings, great-grandparents, children-in-law and grandchildren of staff member, during his/her employment is eligible to apply for compassionate leave. Adoptive and step-parents/children are also covered.
2. Three working days of compassionate leave with full pay will be provided to eligible staff members on the death of a family member. In cases where staff members are required to attend non-local funerals, an extension of two more working days, i.e. a maximum of five working days of compassionate leave, is allowed, subject to approval in accordance with the prevailing procedures.
3. Compassionate leave should be taken within two months from the date of death of the family member. It may be taken in one stretch or in splits with half-day as the smallest unit.
4. Any untaken compassionate leave after the stated period will lapse and no payment in lieu will be provided.
5. Supporting documents, i.e. a copy of the death certificate, should be forwarded to the Human Resources Office for record.

Human Resources Office  
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