

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

Policy on Marriage 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 2024, marriage leave is applicable for eligible staff members who get married on or after the effective date in accordance with the policy:

1. Three working days of marriage leave with full pay will be provided to a full-time staff member on each occasion of his/her marriage that is solemnised during his/her active service, regardless of whether the marriage takes place in or outside Hong Kong.
2. Marriage leave can be taken in one stretch or in splits with half day as the smallest unit during the period between three months preceding and three months following the date of marriage, subject to mutual agreement between staff members and their supervisors.
3. The application requires documentary proof, including but not limited to a marriage certificate and/or Notice of Intended Marriage. In situations where staff members are unable to provide valid documentary proof of marriage, any marriage leave taken would be treated as annual leave.
4. Any untaken marriage leave after the stated period will lapse and no payment in lieu will be provided.

Human Resources Office
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