

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

Policy on Maternity Leave

With the Chief Executive's 2018 Policy Address on 10 October 2018, an extension of statutory maternity leave by four weeks to 14 weeks was proposed. To set an example as a good employer, the Government has extended the period of maternity leave to 14 weeks for all its eligible female employees with an actual or expected date of confinement on or after the same date. The Employment (Amendment) Ordinance 2020 took effect on 11 December 2020.

The policy on maternity leave is applicable to all eligible female employees of the University:

1. A female staff member shall be entitled to maternity leave without pay if she has completed four weeks of service; and be granted 14 weeks' maternity leave on full pay if she has completed 40 weeks of service before the commencement of her scheduled maternity leave and in accordance with stipulations of the Employment Ordinance. A staff member who is not eligible for full-pay maternity leave will be granted maternity leave without pay to cover a total absence from work of 14 weeks continuously. Terms and conditions of service during a period of unpaid maternity leave will be the same as those for a period of no pay leave.
2. In making an application for maternity leave, a female staff member shall present a certificate signed by a registered medical practitioner, a registered Chinese medicine practitioner or a registered midwife specifying the expected date of confinement.
3. With the agreement of the Dean or Head of Department/Office, maternity leave may commence within a period of not less than two weeks before or not more than four weeks before the expected date of confinement. If the staff member does not exercise her option of, or fails to secure the agreement of her Dean or Head of Department/Office to the commencement date of leave, maternity leave shall commence four weeks immediately before the expected date of confinement.
4. Maternity leave commences on the date of confinement if it occurs before the scheduled maternity leave. In this case, the staff member should give notice of the date of confinement and her intention to take 14 weeks' maternity leave to her Dean or Head of Department/Office within seven days of her confinement.

Human Resources Office
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