

## No Pay Leave

1. No pay leave (other than for study purpose) is normally discouraged and may only be granted under very exceptional circumstances. The staff member concerned should have exhausted his/her accumulated annual leave before no pay leave is granted, and should present very special justifiable reasons for such a request.
2. Approving authorities for no pay leave are as follows:
  - a. Applications for no pay leave of less than one month's duration should be approved by Deans for staff working in Faculties/Schools; and by Heads of Offices for staff working in administrative offices.
  - b. Applications for prolonged no pay leave lasting for one month and above should be approved by the respective Vice-President, Provost or the President and Vice-Chancellor for staff working in administrative office in accordance with the reporting relationship of the office concerned; the Provost for academic/teaching staff and non-teaching staff (at Managerial/Senior Professional category) working in Faculties/Schools; and Deans for non-teaching staff (at General and Executive/Professional categories) working in Faculties/Schools.
3. The following factors shall be taken into account in considering applications for prolonged no pay leave:
  - a. Replacement Difficulty - The main reason for approving an application for prolonged no pay leave is to retain a valued staff member and that in the judgment of the Dean or Head of Office, it would be a better alternative to keep the position for him/her rather than recruiting for a replacement.
  - b. Service Period - Prolonged no pay leave could only be granted to a staff member who has served the University for some years and has made his/her contributions. The period of service required for academic/teaching staff and non-teaching staff (at Managerial/Senior Professional category) as well as non-teaching staff (at Executive/Professional category) should be at least 5 years. Application for no pay leave from non-teaching staff (at General category) should be strongly discouraged, since normally there would not be any replacement difficulty for non-teaching staff (at General category).
  - c. Performance Record - The staff applicant should have rendered good service to the University to warrant a commitment from the University to keep the position for him/her.
  - d. Leave Period - The staff member is expected to take all of his/her annual leave before proceeding on no pay leave. The total period of absence should normally be not more than one calendar year.
  - e. Staffing Arrangements - The Dean/Head of Office must be satisfied that the no pay leave period will not adversely affect the staffing arrangement of the office/department concerned. A staff arrangement plan to cover the duties left behind by the staff concerned must be worked out and submitted to the approving authority for consideration.
4. The following conditions will apply during a period of no pay leave:
  - a. There will not be any salary and benefits during the period of no pay leave;

- b. For staff members who are members of the University Superannuation Fund, there will be no contribution from the University towards the Superannuation Fund during the period of no pay leave. The staff member concerned may, if he/she wishes to have the period of no pay leave counted as superannuable service, make voluntary contribution equivalent to his/her own and the University's contribution to the Superannuation Fund during the period of no pay leave;
- c. The period of no pay leave will not be regarded as service for the purpose of award of increment;
- d. In the event of resignation during no pay leave, the staff member concerned is required to give the same notice period or payment of salary in lieu of notice in accordance with his/her terms of service.

Human Resources Office  
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