

HONG KONG BAPTIST UNIVERSITY**HUMAN RESOURCES POLICIES & PROCEDURES/ LEAVE****Policy Guidelines on Duty Leave/Conference Leave for Academic Staff and Teaching Staff on Lecturer and Instructor Grades**

To enable academic staff and teaching staff on lecturer and instructor grades to represent the University on certain functions away from campus and/or to participate in approved academic or professional activities, the University provides Duty Leave/Conference Leave for the time they are away from campus. The annual limit within an academic year (but not to be carried forward between years) is up to a maximum of three calendar weeks. This provision is not an automatic right of employment but a privilege based on the merit of each individual case. The following Guidelines have been adopted for the administration of this policy:

1. A staff member should make an application for Duty Leave/Conference Leave by filling out a leave request form (HRO/LVE/F4) to the Head of Department for approval.
2. As is the case with other types of leave, application for Duty Leave/Conference Leave should be made well in advance, with a reasonable length of notice period as advised by the Head of Department.
3. Before proceeding on Duty Leave/Conference Leave, it is the responsibility of the colleagues concerned to make all necessary arrangements including all teaching/supervisory/administrative duties concerned, in order to ensure that no adverse effects will result from the Leave.
4. Duty Leave/Conference Leave for up to one week may be approved by the appropriate Head of Department. Applications approved by the Head should be forwarded to the Dean's office for information.
5. Subject to (4) above, Duty Leave/Conference Leave for more than one week and up to three weeks in any academic year may be approved by the Faculty/School Dean.
6. Under exceptional circumstances, Duty Leave/Conference Leave of more than three weeks in a year may be approved by the Provost or delegate. Since such cases are considered exceptional, they require special written justifications to be submitted along with the application. It should be noted that any period of leave beyond three weeks within a year that is not approved as Duty Leave/Conference Leave would be considered as personal leave.
7. For Heads of Departments, the appropriate Faculty/School Dean will be the approving authority for all Duty Leave/Conference Leave requests of up to three weeks in length, and then note 6 applies. For Faculty/School Deans, the Provost or delegate will be the approving authority for all Duty Leave/Conference Leave.

8. Any unused balance shall lapse at the end of the academic year and there will not be any payment in lieu of leave not yet taken.

Human Resources Office
July 2022
(Revised 2/06, 6/17, 7/22)

HONG KONG BAPTIST UNIVERSITY

HUMAN RESOURCES POLICIES & PROCEDURES/ LEAVE

**Policy Guidelines on Duty Leave/Conference Leave for Non-teaching Staff at
Managerial/Senior Professional Category**

To enable staff at Associate Vice-President grade or above, administrative staff/non-teaching staff at managerial/senior professional category to represent the University on certain functions away from campus and/or to participate in approved academic or professional activities, the University provides Duty Leave/Conference Leave for the time they are away from campus. The annual limit within an academic year (but not to be carried forward between years) is up to a maximum of three calendar weeks. This provision is not an automatic right of employment but a privilege based on the merit of each individual case. The following Guidelines have been adopted for the administration of this policy:

1. A staff member should make an application for Duty Leave/Conference Leave by filling out a leave request form (HRO/LVE/F5) to the Head of Office for approval.
2. As is the case with other types of leave, application for Duty Leave/Conference Leave should be made well in advance, with a reasonable length of notice period as advised by the Head of Office.
3. Before proceeding on Duty Leave/Conference Leave, it is the responsibility of the colleagues concerned to make all necessary arrangements including all supervisory/administrative duties concerned, in order to ensure that no adverse effects will result from the Leave.
4. The appropriate Head of Office may approve Duty Leave/Conference Leave periods of up to three weeks during an academic year. Copies of all approved applications should be sent by the Head of Office to the reporting Vice-President/President and Vice-Chancellor for information.
5. Under exceptional circumstances, Duty Leave/Conference Leave of more than three weeks in any academic year may be approved by the Vice-President concerned. Since such cases are considered exceptional, they require special justifications to be submitted alongside the application. It should be noted that any period of leave beyond three weeks within a year that is not approved as Duty Leave/Conference Leave would be considered as personal leave.

6. For staff at Associate Vice-President grade or above and Heads of Offices, the appropriate Vice-President/President and Vice-Chancellor to whom the Office reports will be the approving authority for all Duty Leave/Conference Leave requests regardless of the duration of leave period, and then Note 5 applies.
7. Any unused balance shall lapse at the end of the academic year and there will not be any payment in lieu of leave not yet taken.

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