

HONG KONG BAPTIST UNIVERSITY

HUMAN RESOURCES POLICIES AND PROCEDURES / LEAVE

Sabbatical Leave Programme (SLP)

(Applicable to staff appointed before 1 July 2022)

1. Objective

The key objective of sabbatical leave programme is to facilitate the development of research, scholarly and pedagogical activities. It is instituted with effect from the 1989/90 academic year and is confined to academic staff and Deans. The programme operates on three basic premises:

- i. There will be no separate funding provision for the SLP in the recurrent budget from UGC.
- ii. A staff member who is absent from his/her department/teaching programme will have his/her duties, at least in part, taken up by other staff members within his/her department.
- iii. Sabbatical leave will not be regarded as entitlement.

2. General Guidelines

a.

Type	6-month programmes	12-month programmes
<i>Schedule</i>	Covering either the first semester (15/7 - 14/1) or the second semester (15/1 - 14/7)	Normally starting from mid-July (15/7) or mid-January (15/1)
<i>Requirement (Note (a))</i>	At least 3 years' service at the University; should be tenured/ substantiated before taking a sabbatical leave	At least 6 years' service at the University; should be tenured/ substantiated before taking a sabbatical leave
<i>Contribution of Accumulated Annual Leave (Note (b))</i>	2 months of annual leave (60 calendar days at least, depending on the months) which will be included in a 6-month sabbatical leave period	3 months of annual leave (90 calendar days at least, depending on the months) which will be included in a 12-month sabbatical leave period
<i>Attachment</i>	Colleagues are expected to affiliate themselves as much as possible to institutions outside Hong Kong during sabbatical leave	
<i>Obligation</i>	<ul style="list-style-type: none">• Complete the programme• Submit a full report on completion of the programme (Note (c))• Return to serve the University for at least 1 year	

Notes:

- (a) The minimum years of service will be counted afresh from the day the staff member resumed duty on completion of his/her previous sabbatical leave, should he/she wish to apply for a second sabbatical.
- (b) Having regard to the financial situation and with a view to enhancing flexibilities for Faculties/Schools in approving and providing support to worthwhile Sabbatical Leave applications, as an interim arrangement and pending a full review of the policy guidelines governing the grant of sabbatical leave programme, flexibility will be allowed for Faculties/Schools to adjust the University's contribution of paid leave and staff's contribution of accumulated annual leave to approve sabbatical leave programme as follows:

Types	Staff Contribution of Annual Leave	University's Contribution	Total Paid Leave during SLP
6-month programme	1 month	2 months	3 months
	1.5 months	3 months	4.5 months
	2 months	4 months	6 months
12-month programme	1 month	2 months	3 months
	2 months	3 months	5 months
	3 months	4 months	7 months

(The entire sabbatical leave period is non-annual-leave-earning.)

- (c) All reports should be kept within a length of 2 to 4 pages (single-sided A4 paper), describing the nature and date of the sabbatical leave programmes undertaken, and the benefits gained from such programmes that meet the objectives planned in the applications. Reports should be submitted to the Head of Department and copied to the Dean of Faculty/School as well as the Human Resources Office for record purpose.

b. Consideration and Recommendation by the Faculty/School:

- i. The Faculty/School will consider applications for sabbatical leave programme within the Faculty/School by a panel; and
- ii. The Faculty/School will make recommendation on the applications based on established criteria.

c. Approval by the Committee on Sabbatical Leave Programme:

The Committee will consider the applications and recommendations from the Faculty/School and decide whether the applications will be supported based on the approval criteria.

d. Approval Criteria:

- i. The strength of the proposal;
- ii. The relevance of the programme and the benefits to be gained for the purpose of the professional development of the staff concerned; and
- iii. The staff member's track record of performance.

- iv. In respect of applications for a second sabbatical leave, it would be advisable for the Faculty/School to assess the benefits accrued to the staff colleagues and the Faculties/Schools from the last leave and whether (and how) the second leave is building upon these benefits.
- v. For each academic year, each Faculty/School could approve a number of individuals from the Faculty/School for the award of the sabbatical leave programme, but subject to a maximum of not more than one in every ten academics from each Faculty/School.

3. Salary and Superannuation Arrangement

- a. Depending on the amount of total paid leave taken/granted during the approved sabbatical leave programme, the staff member concerned may receive regular monthly salary (e.g. in the case of 6 months' paid leave taken/granted during a 6-month programme) or pro-rated monthly salary (e.g. payment of 1/2 regular monthly salary in the case of 3 months' paid leave taken/granted for a 6-month programme) for the entire period of sabbatical leave.
- b. Gratuity/contribution to retirement benefits scheme payable, if applicable, in respect of the period of sabbatical leave will be based upon the salary received by the staff member during the period. Should the staff member be a full member of the University's Superannuation Scheme, the period of recognized superannuable service for the period of sabbatical leave will be the same as the period of paid leave taken/granted during the entire period.

4. Housing Benefits Arrangement

- a. Staff on sabbatical leave, either 6 months or 12 months, will continue to enjoy the same housing benefits, if any, which apply to them before their sabbatical leave, during the leave period.
- b. Staff members who are already entitled to housing benefits, e.g. Private Tenancy Allowance (PTA) or University quarters, will be granted the same amount of allowance or be allowed to keep their flats, as appropriate, during the entire sabbatical leave period if they agree to continue to pay 7.5% of their regular monthly salary as rental. Provision under the Home Financing Scheme (HFS) will continue to be granted to the entitled staff members in the same amount during their entire leave period without any contribution.

5. Logistic Arrangement

- a. Application forms can be downloaded from the [Human Resources Office Homepage](#). The completed application form should be attached with a detailed proposal of 2 to 4 pages of the leave programme and adequate supporting documents. More elaborate information, if necessary, can be included as appendices to the proposal. These documents should be submitted to the Dean of Faculty/School concerned preferably one calendar year before commencement of the leave programme.
- b. The staff concerned should work out a specific plan on how his/her teaching/research/administrative duties will be arranged during the leave period, in consultation with the Department Head and the relevant Dean **before** proceeding on sabbatical leave.
- c. Participants will be informed through the Human Resources Office of successful applications, and will need to sign an undertaking to indicate acceptance of the sabbatical leave and its associated obligations.

- d. The provision of part-time/temporary staff may be approved by the Faculty/School Dean and the Provost for the department to take up part of the duties of staff on a 12-month sabbatical leave.
- e. At the present, no specific limit has been set for salary, stipend, and/or honorarium that a staff member could receive from an overseas institution while on sabbatical leave. This will need to be discussed with the Head of Department and Dean of Faculty/School as and when such situations arise.

Human Resources Office
April 2004 (*Revised 1/16, 12/18*)