

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

Policy on Sick Leave

1. Sick leave shall be granted if a staff member is, for whatever reason, sufficiently incapacitated either mentally or physically to prevent him/her from carrying out his/her duties in accordance with the regulations as stipulated by the University and subject to the provisions as specified in his/her Letter of Appointment/Terms of Service.
2. Academic, teaching and non-teaching staff at Band F or above shall earn up to four days of full-paid sick leave for each month of service for the first year of appointment and then up to six days per month for subsequent years of appointment. Non-teaching staff from Bands A to E2 shall earn up to two days per month for the first year and then up to four days per month for the subsequent years. Sick leave could be accumulated up to a maximum of 120 days, unless otherwise specified.
3. The opening sick leave balance upon appointment is two days. Thereafter, sick leave entitlement will be earned according to the terms after the first month of appointment. If a staff member takes two days of sick leave and leaves the University within the first month of service before earning any entitlement, the leave taken will be treated as no pay leave and must be reimbursed to the University by the staff member concerned.
4. Sick leave in excess of two days shall not be granted without a medical certificate issued by a healthcare professional as stipulated in the Employment Ordinance, including a registered medical practitioner, a registered Chinese medicine practitioner or a registered dentist. Notwithstanding this, the supervisor may request for the production of a medical certificate for sick leave of two days or less, if deemed necessary. The medical certificate should specify the reason and the recommended period of sick leave. At the end of any period of sick leave, an extension shall be considered only if a further medical certificate is furnished.
5. Apart from a medical certificate, sick leave shall also be granted to staff members' medical examination in relation to pregnancy supported by a certificate of attendance issued by a healthcare professional as stipulated in the Employment Ordinance, including a registered medical practitioner, a registered Chinese medicine practitioner, a registered midwife or a registered nurse.
6. The University Administration reserves the right to further consult the medical practitioner or seek alternative medical advice before granting approval, especially in cases involving repeated/extended periods of sick leave.
7. Sick leave without pay may be granted when the staff member has exhausted his/her entitlement to paid sick leave. Unless otherwise specified, terms and conditions of service during a period of unpaid sick leave will be the same as those for a period of no pay leave. No salary and benefits shall be provided during the period of no pay leave.

8. Under normal circumstances, staff members shall not leave Hong Kong during any period of sick leave. Any absence from Hong Kong while on sick leave, regardless of the leave duration, should be solely for medical reasons and must be supported by valid medical documentation. Flexibility should be exercised in approving any special circumstances.
9. In the case of illness lasting or likely to last for a prolonged period, the Council may seek advice on the matter of sick leave from a medical board of three medical practitioners. The appointee may, if he/she so wishes, nominate one member of the medical board. On receiving such advice, the Council may at its discretion extend the period of sick leave and determine the terms of the sick leave. The University may terminate the appointment of a staff member if the medical board considers that he/she is incapacitated, either mentally or physically, such that he/she is prevented by the incapacity in question from carrying out his/her duties.

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