

HONG KONG BAPTIST UNIVERSITY

Human Resources Office

P1114/L7

HUMAN RESOURCES POLICIES AND PROCEDURES/LEAVE

Policy Guidelines on Time-off Arrangement

Faculties/Schools/Offices should follow the policy guidelines set out below in making time-off arrangement for their staff members.

(1) Nature of Overtime Work

Time-off may be arranged by Faculties/Schools/Offices for overtime work performed by their staff members in support of special projects/events/functions/activities of the University outside their normal work/shift hours. Overtime work done to clear routine job duties/requirements should not be compensated by time-off.

(2) Eligibility

Prior approval is required from the supervisor/Head of Department/Office for the overtime work for which time-off will be provided. Time-off may be provided for non-teaching staff at General and Executive/Professional categories (i.e. Bands A to E2). Academic/teaching staff and non-teaching staff at Managerial/Senior Professional category will normally not be provided with time-off unless otherwise considered appropriate by the respective Dean and Head of Office, and for such exceptional provision, prior approval should be obtained from the reporting Vice-President/Provost/President and Vice-Chancellor.

(3) Calculation of Overtime Work

Overtime work is calculated on the basis of actual time worked for the special projects/events/functions/activities outside normal work/shift hours of the staff member concerned. Preparation time, meal breaks and travelling time may be included as considered appropriate by the approving authority. The basic unit of calculation of overtime work will be on half-hourly basis.

(4) Maximum Accumulation Limit and Period of Claim

Time-off may be accumulated up to 10 working days (i.e. equivalent to about 80 hours), and should be taken as soon as possible within two months after the overtime work. Any untaken time-off beyond the stated period will lapse. No payment in lieu will be provided for time-off under any circumstances. Time-off shall not be included as part of the notice period of resignation.

(5) Taking of Time-off

Staff members who would like to apply for time-off should submit an application to the approving authority as specified by the Dean/Head of Office. Time-off will be provided on an hour-to-hour basis for work performed overtime.

(6) Record Keeping

The approved application form together with supporting documents, if any, should be filed by respective Faculty/School/Department/Office for record.

(7) Special Approval for Exceptional Arrangement

The above serve as general guidelines for the provision of time-off. Further guidelines may be laid down by Faculties/Schools/Offices as necessary to cater to their operational needs. In case of special circumstances which may call for some variations from the above guidelines, prior approval for exceptional arrangement would need to be sought from the reporting Vice-President/Provost/President and Vice-Chancellor, and the Human Resources Office should be kept informed of such exceptional arrangement.

香港浸會大學
人力資源處

P1114/L7

人力資源政策及程序/假期

超時工作補假安排

學院/學系/部門請按以下的政策及程序，為有關同事安排超時工作補假。

(一) 超時工作性質

學院/學系/部門可因應同事為支持大學的活動或特殊項目，須在正常/輪班時間以外工作，而安排超時工作補假。處理日常工作/職責而須加班，則不適用於提供超時工作補假。

(二) 資格

超時工作須事先由院長/部門主管/系主任/直屬上司批核，才適用於提供超時工作補假。而超時工作補假，適用於一般及執行/專業的非教學人員（職級類別 A 至 E2）。教學人員和管理/高級專業的非教學人員，超時工作補假將不適用，除非所屬學院院長、學系/部門主任認為有特別需要，並按特殊的情況，呈交資料往有關學院/部門所屬的副校長/常務副校長/校長批核。

(三) 超時工作的計算

超時工作的計算，以實際用於正常/輪班時間以外，為支持大學的活動或特殊項目的工作時間。而準備、用膳和交通時間，可由學院/學系/部門決定應否納入超時工作時間。超時工作時間的計算，最小以半小時為單位。

(四) 最高累積限額和索償期

超時工作補假可累積到 10 個工作天（即相當於 80 小時），亦應在超時工作後的 2 個月內放取。任何於上述期間內沒有放取的超時工作補假將會失效，並且在任何情況下，不得以款項代替。所累積之超時工作補假不能用作終止合約通知期。

(五) 批核程序

申請人須向院長/部門主管/系主任/直屬上司申請超時工作補假。補假時間與超時工作時間為一對一的比例。

(六) 存檔

所有獲批之申請連同有關證明文件必須由所屬學院/學系/部門存檔。

(七) 特殊情況的特別安排

以上是超時工作補假的政策及程序。而學院/學系/部門亦可按業務情況，設定進一步的指引及程序。如有特殊情況，與以上的政策及程序不同，須事先呈交資料往有關學院/部門所屬的副校長/常務副校長/校長批核，並且就此情況及安排知會人力資源處。

人力資源處

2017 年 6 月

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