

HONG KONG BAPTIST UNIVERSITY

HUMAN RESOURCES POLICIES & PROCEDURES/ LEAVE

Policy Guidelines on University Holidays and Special Concessionary Leave

1. University Holidays is applicable to all academic staff and teaching staff on lecturer/instructor grade appointed before 1 July 2022.
2. The University Holidays shall be specified at the beginning of every academic year.
3. Subject to operational needs of individual Departments/Offices, Special Concessionary Leave will be offered to all full-time staff on the following days:
 - Christmas Eve (p.m.)
 - New Year's Eve (p.m.)
 - Chinese New Year's Eve (p.m.)
 - Mid-Autumn Festival (early release at 4 p.m.)
 - Winter Solstice (early release at 4 p.m.)

Staff who wish to be absent from duty for the whole day on Christmas Eve, New Year's Eve and Chinese New Year's Eve shall apply for a full day of annual leave.

Human Resources Office

July 2022

(Revised 2/06, 7/22)