

## Leave

for full-time staff on Regular  
Terms of Services

### ▶ Annual Leave

- Appointment before  
1 Sept 2001
- Appointment on or  
after 1 Sept 2001

### ▶ Bereavement Leave

### ▶ Maternity Leave

### ▶ No-Pay Leave

### ▶ Paternity Leave

### ▶ Professional Leave

### ▶ Sabbatical Leave

### ▶ Short Leave

### ▶ Sick Leave

### ▶ Special Leave

### ▶ Study Leave

## Sabbatical Leave

(for staff on regular terms of service)

### > General

### > For Academic Staff Other Than Full-time Academic Administrators

### > For Full-time Academic Administrators

### General

1. Sabbatical leave with full pay may be granted to eligible academic appointees where provided for in their Letters of Appointment for purposes of academic research, scholarly pursuits and professional development so that they will continue to give a high standard of service to the University upon return from leave.

Sabbatical leave is not an appointee's contractual right and is subject to approval by the University on application. In considering each application, the needs and priorities of the University shall prevail and the granting of sabbatical leave shall be subject to sound justification, the University's regulations and on such other terms as the University may determine from time to time.

2. For academic appointees who are full-time academic administrators, the granting of sabbatical leave shall be subject to supplementary conditions in addition to the regulations applicable to the academic appointees in general.

Full-time academic administrators shall be defined to include the President, the Provost, the Vice-President for Research and Development, the Deans, the Associate Provost, and any other such positions as the University may determine from time to time, provided that they hold concurrent academic appointments.

### For Academic Staff Other Than Full-time Academic Administrators

1. Academic appointees shall **not** be eligible to apply for sabbatical leave:

(a) unless they have

- (i) completed a minimum of 24 months of sabbatical credit-earning service (a period of sabbatical credit-earning service shall start on the date of assumption of duty in Hong Kong -- either on first appointment or on returning from the last sabbatical leave taken -- and shall include public and University holidays, sick leave with pay, maternity leave with pay, short leave and special leave not exceeding a continuous period of one month; but shall exclude, unless otherwise decided by the University, periods taken of annual leave, sabbatical leave, maternity leave without pay, special leave for a continuous period of more than one month, any form of no-pay leave and any other form of leave taken); **and**
- (ii) completed the initial contract term or if they are serving on an initial contract, been offered re-appointment by the University and accepted such re-appointment;

- (b) if they have changed from a full-time academic post to another position which does not earn sabbatical credit, in which case the sabbatical credit earned during the academic appointment shall be frozen and approval originally granted for sabbatical leave, if any, shall automatically be rescinded (should the appointees subsequently revert to an academic position, the frozen accumulation of sabbatical credit may be carried forward to be expended during the subsequent academic

appointment);

- (c) if they have tendered notice of resignation or have been given notice of termination from University service, in which case the eligibility to apply for sabbatical leave shall cease and approval originally granted for sabbatical leave shall automatically be rescinded.

2. Sabbatical leave, if granted, shall be limited to the rate of 1/6 of a period of credit-earning service up to a maximum of 12 months. Notwithstanding reaching the maximum accumulation, appointees may only take sabbatical leave subject to application and on approval by the University at its absolute discretion.

Except when the appointees are specifically required by the University to divide a sabbatical leave into more than one period, sabbatical credit is not carried beyond the time at which a period of sabbatical leave is taken; appointees on return from sabbatical leave will start with a zero account of sabbatical leave.

3. The salary payable to appointees on sabbatical leave shall be pegged at the level prevailing immediately prior to commencement of the sabbatical leave except as otherwise stated in the Letter of Appointment and save for any salary increment already stipulated in the Letter of Appointment and University-approved general pay adjustments.
4. Appointees shall not hold any executive position in another establishment during their sabbatical leave without the express approval of the University. Appointees shall report and obtain prior approval from the University for receiving any earnings or remuneration or any reward in cash or in kind for undertaking any activities for which the sabbatical leave is granted. Of all such outside earnings received during the sabbatical leave, appointees shall be required to contribute to the University an amount **equivalent to** all the outside earnings **less**
  - (a) earnings or remuneration for consulting work during the sabbatical leave which is carried out within the University's permissible limit of one working day per week, if any; **and**
  - (b) amounts received for the express purpose of compensating for extra costs associated with taking up the sabbatical leave (e.g. maintenance of a second household, travel and moving, excess cost of living where clearly demonstrable, excess educational expenses for dependants, income tax arising from the earnings received from the host institutions/organisations where the appointees undertake their sabbatical leave related activities, etc.).

Contribution of earnings, remuneration or reward given in the form of an honorarium may be waived on the merits of each case and to be decided at the absolute discretion of the University.

5. Sabbatical leave shall not be taken on a fragmented basis. To ensure that semesters are kept intact, sabbatical leave should normally be taken on a semester basis.
6. Periods of sabbatical leave will not be counted for the purpose of earning any type of leave (e.g. annual/short leave) and leave passages but will count for other benefits. Sabbatical leave will count towards Scheme Service under the University's Staff Superannuation Scheme in accordance with the usual rules and regulations governing the Scheme or will count as gratuity-bearing service as appropriate. Sabbatical leave will also be recognised as salary increment earning service where appropriate.
7. Sick leave, maternity leave or special leave will not normally be granted for any period falling within a period of sabbatical leave. For example, if appointees fall sick whilst on sabbatical leave, their absence will continue to be charged against the originally granted sabbatical leave and no sick leave will be granted to cover such periods of absence.

8. Earned annual leave may be combined with sabbatical leave but only either at the commencement or at the end of the sabbatical leave on condition that the total period of absence shall not exceed a maximum of 12 months. Any period of absence from the University immediately before or after the sabbatical leave will be counted as annual leave. Unless otherwise approved under exceptional circumstances, sabbatical leave may not be combined with any other form of leave.
9. No replacement may be employed for academic appointees taking sabbatical leave.
10. Under no circumstances shall payment be made in lieu of sabbatical leave.
11. Sabbatical leave shall not serve as part or whole of notice of resignation. If appointees tender notice of resignation whilst on sabbatical leave, the sabbatical leave will be curtailed immediately upon tendering of notice of resignation. Appointees should resume duty in the University in the first instance to serve their notice of resignation.
12. Appointees who have taken sabbatical leave shall be required to render post-leave on-campus service at the rate of two months of service for each month of sabbatical leave taken.

Should appointees leave the service of the University prior to completion of the post-leave on-campus service, they may, upon serving the requisite notice period of resignation, be allowed to charge the shortfall of the post-leave service to their annual leave balance, if any, on a one-to-one basis. In all other circumstances, they would be required to refund to the University the full or a pro-rata share of the salary paid during the sabbatical leave.

Post-leave service shall however not in any way remove from the University the right to terminate the employment of any appointee within the terms of employment nor does it oblige the University to offer a renewal of contract for staff serving on contracts of employment.

13. (a) Appointees intending to apply for permission to take sabbatical leave should give sufficient time for the recommending and approving authorities to consider each application. Applications should be made at least six months in advance, but applicants should as far as possible discuss their plans with their Heads of Departments or the appropriate supervisors well beforehand.

If appointees who are serving on an initial contract wish to apply for sabbatical leave but have not yet been offered and accepted re-appointment by the University, the application should still be submitted at least six months in advance.

The approval of the application in such case will be conditional upon, among others, confirmation of the applicants' continued appointment at the University upon expiry of the initial contract at the time the approval is given.

- (b) Applications for sabbatical leave should be made on the form "Application for Sabbatical Leave" ([Form HRO/PL-3](#)) and forwarded to the Human Resources Office, which will check and confirm if the applicants have sufficient sabbatical credits before passing the application to the relevant recommending/approving authorities.

14. Approving authority for sabbatical leave for academic staff other than full-time academic administrators:

<b>Appointee</b>	<b>Approving Authority</b>
Head of Department	Provost via Dean
Professor/Associate Professor/Assistant Professor	Provost via Dean via Head of Department

15. The University reserves the right to amend the Regulations for Sabbatical Leave as and when necessary. Any amendment will be announced to staff.

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#### For Full-time Academic Administrators \*

(\* defined to include the President, the Provost, the Vice-President for Research and Development, the Deans, the Associate Provost, and any other such positions as the University may determine from time to time, provided that they hold concurrent academic appointments)

1. Full-time academic administrators shall **not** be eligible to apply for sabbatical leave:
  - (a) unless they have
    - (i) completed a minimum of 24 months of sabbatical credit-earning service (a period of sabbatical credit-earning service shall start on the date of assumption of duty in Hong Kong -- either on first appointment or on returning from the last sabbatical leave taken -- and shall include public and University holidays, sick leave with pay, maternity leave with pay, short leave and special leave not exceeding a continuous period of one month; but shall exclude, unless otherwise decided by the University, periods taken of annual leave, sabbatical leave, study leave, maternity leave without pay, special leave for a continuous period of more than one month, any form of no-pay leave and any other form of leave taken); **and**
    - (ii) completed the initial contract term or if they are serving on an initial contract, been offered re-appointment by the University and accepted such re-appointment;
  - (b) unless they have retreated into full-time academic positions or accepted an offer of renewal of appointment solely as full-time academics upon expiry of their contract as full-time academic administrators;
  - (c) if they have tendered notice of resignation or have been given notice of termination from University service, in which case the eligibility to apply for sabbatical leave shall cease and approval originally granted for sabbatical leave shall automatically be rescinded.
2. If approved, the sabbatical leave shall take place immediately upon commencement of the full-time academic appointment, subject to continued service with the University on completion of such leave.
3. The service as full-time academic administrator shall count towards the earning of sabbatical credit.
4. Sabbatical leave, if granted, shall be limited to the rate of 1/6 of a period of credit-earning service up to a maximum of 12 months. Notwithstanding reaching the maximum accumulation, appointees may only take sabbatical leave subject to application and on approval by the University at its absolute discretion. Except when appointees are specifically required by the University to divide a sabbatical leave into more than one period, sabbatical credit is not carried beyond the time at which a period of sabbatical leave is taken; appointees on return from sabbatical leave will start with a zero account of sabbatical leave.
5. The salary payable for the sabbatical leave shall be pegged at the level for the full-time academic appointment on the commencement of the sabbatical leave except as otherwise stated in the Letter of Appointment and save for any salary increment already stipulated in the Letter of Appointment and University approved general pay adjustments.

6. Appointees shall not hold any executive position in another establishment during their sabbatical leave without the express approval of the University. Appointees shall report and obtain prior approval from the University for receiving any earnings or remuneration or any reward in cash or in kind for undertaking any activities for which the sabbatical leave is granted. Of all such outside earnings received during the sabbatical leave, appointees shall be required to contribute to the University an amount **equivalent to** all the outside earnings **less**
  - (a) earnings or remuneration for consulting work during the sabbatical leave which is carried out within the University's permissible limit of one working day per week, if any; **and**
  - (b) amounts received for the express purpose of compensating for extra costs associated with taking up the sabbatical leave (e.g. maintenance of a second household, travel and moving, excess cost of living where clearly demonstrable, excess educational expenses for dependants, income tax arising from the earnings received from the host institutions/organisations where appointees undertake their sabbatical leave related activities, etc.).

Contribution of earnings, remuneration or reward given in the form of an honorarium may be waived on the merits of each case and to be decided at the absolute discretion of the University.

7. Sabbatical leave shall not be taken on a fragmented basis. To ensure that semesters are kept intact, sabbatical leave should normally be taken on a semester basis.
8. Periods of sabbatical leave will not be counted for the purpose of earning any type of leave (e.g. annual/short leave) and leave passages but will count for other benefits. Sabbatical leave will count towards Scheme Service under the University's Staff Superannuation Scheme in accordance with the usual rules and regulations governing the Scheme or will count as gratuity-bearing service as appropriate. Sabbatical leave will also be recognised as salary increment earning service where appropriate.
9. Sick leave, maternity leave or special leave will not normally be granted for any period falling within a period of sabbatical leave. For example, if appointees fall sick whilst on sabbatical leave, their absence will continue to be charged against the originally granted sabbatical leave and no sick leave will be granted to cover such periods of absence.
10. Earned annual leave may be combined with sabbatical leave but only either at the commencement or at the end of the sabbatical leave on condition that the total period of absence shall not exceed a maximum of 12 months. Any period of absence from the University immediately before or after the sabbatical leave will be counted as annual leave. Unless otherwise approved under exceptional circumstances, sabbatical leave may not be combined with any other form of leave.
11. No replacement may be employed for appointees taking sabbatical leave.
12. Under no circumstances shall payment be made in lieu of sabbatical leave.
13. Sabbatical leave shall not serve as part or whole of notice of resignation. If appointees tender notice of resignation whilst on sabbatical leave, the sabbatical leave will be curtailed immediately upon tendering of notice of resignation. Appointees should resume duty in the University in the first instance to serve their notice of resignation.
14. Appointees who have taken sabbatical leave shall be required to render post-leave on-campus service at the rate of two months of service for each month of sabbatical leave taken.

Should appointees leave the service of the University prior to completion of the post-leave on-campus service, they may, upon serving the requisite notice period of resignation, be allowed to charge the shortfall of the post-leave service to their annual

leave balance, if any, on a one-to-one basis. In all other circumstances, they would be required to refund to the University the full or a pro-rata share of the salary paid during the sabbatical leave.

Post-leave service shall however not in any way remove from the University the right to terminate the employment of any appointee within the terms of employment nor does it oblige the University to offer a renewal of contract for staff serving on contracts of employment.

15. (a) Appointees intending to apply for permission to take sabbatical leave should give sufficient time for the recommending and approving authorities to consider each application. Applications should be made at least six months in advance, but applicants should as far as possible discuss their plans with the appropriate supervisors well beforehand.

If Academic administrators who wish to apply for sabbatical leave but who have not yet obtained approval to retreat into full-time academic positions should still submit their applications at least six months in advance. The approval of the application in such case will be conditional upon, among others, confirmation of the applicants' retreat into an academic position at the time the approval is given.

- (b) Except for the President, the Provost and the Vice-Presidents, applications for sabbatical leave should be made on the form "Application for Sabbatical Leave" ([Form HRO/PL-3](#)) and forwarded to the Human Resources Office, which will check and confirm if the applicants have sufficient sabbatical credits before passing the application to the relevant recommending / approving authorities.
- (c) For the President, the Provost and the Vice-Presidents, separate application for sabbatical leave should be made to the University Council where approval shall be granted on the merits of individual cases.

16. Approving authority for sabbatical leave for full-time academic administrators before their retreat into academic appointment:

<b>Capacity prior to retreating into/assumption of a full-time academic appointment</b>	<b>Approving Authority</b>
<b>I. Where Council is the approving authority:</b>	
President	Council
Provost	Council via President
Vice-Presidents	Council via President on recommendation of Provost (where applicable)
<b>II. Where the President is the approving authority:</b>	
Dean, Associate Provost & Others	President on the recommendation of Provost

17. The University reserves the right to amend the Regulations for Sabbatical Leave as and when necessary. Any amendment will be announced to staff.

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