


THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Office of the Provost

M E M O

To : Substantiation-track Faculty Members
From : Prof Yike Guo, Provost 
Cc : Deans, DHs, Schools/AIS administrators
DHR
Date : 21 June 2023
Subject : Updates to the Sabbatical Leave Guidelines

In a recent Deans/DIPO meeting, several issues regarding the existing sabbatical leave guidelines were brought for discussion and review as noted in the [Extract of the Notes on Deans/DIPO Meeting on 29 May 2023](#). It was agreed that in order to encourage and support faculty members to take the shorter 6-month sabbatical leave, the existing guideline on make-up teaching would be revised as follow:

- Faculty members who take sabbatical leave of 6 months or less would not be required to make up teaching. Departments should make necessary adjustments to teaching assignments. However, for those taking sabbatical leave longer than 6 months, the current teaching make-up arrangement shall continue.

During the discussion, two existing guidelines on housing and outside earnings were also brought up for clarification.

- Faculty members taking not more than 4 months' leave could remain in the accommodation unit allocated as long as they continue to pay the respective rent. For those taking more than 4 months or up to 1 year leave, they could apply to Director of CMO to keep the accommodation unit allocated subject to the continuous payment of the rent. CMO will usually arrange unless the supply is very tight. This policy has been in place and is reiterated for clarity.
- Faculty members taking sabbatical leave have always been allowed to keep their outside earnings under the existing policy. However, they must contribute to the University any outside earnings received during the sabbatical leave, subject to permissible deductions including payment for consulting work within the University's limit of one day per week, and amounts received for extra costs associated with the sabbatical leave such as maintaining a second household, travel and moving expenses, excess cost of living, excess educational expenses for dependents, extra income tax arising from activities during the sabbatical leave, etc. (please refer to the [Sabbatical Leave Application Form](#))

Faculty members taking sabbatical leave longer than 6 months shall follow the [current sabbatical guidelines](#). The most recent updates regarding the Sabbatical guidelines can be found on the [AA Webpage](#).

ENDS