

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Application for Sabbatical Leave

Notes:

1. Applicant should study the regulations on Sabbatical Leave available on Human Resources Office's homepage (<http://www.ab.ust.hk/hro>) carefully before submitting this application.
2. Should the applicant intend to apply for annual leave in conjunction with sabbatical leave, this should be made in the appropriate form separately and submitted to the appropriate approving authority. The combined period of sabbatical leave and annual leave should not exceed 12 months. An indication should be made in the annual leave application form that the annual leave would be taken in conjunction with the sabbatical leave.
3. The relevant recommending and approving authorities for sabbatical leave are as follows:

<i>Rank of Applicant</i>	<i>First Recommending Authority (to complete Part III)</i>	<i>Second Recommending Authority (to complete Part IV)</i>	<i>Approving Authority (to complete Part V)</i>
<i>Professor / Associate Professor / Assistant Professor</i>	<i>Head of Department</i>	<i>Relevant Dean</i>	<i>Provost</i>
<i>Head of Department</i>	<i>Dean</i>	--	<i>Provost</i>
<i>Dean / Associate Provost</i>	<i>Provost</i>	--	<i>President</i>

4. The requirement for post-leave service does not in any way remove from the University the right to terminate the employment within the terms of employment nor does it oblige the University to offer a renewal of contract for an applicant serving on contract of employment.
5. The information provided will be used for leave administration and other related purposes by relevant departments in the University.
6. For correction of or access to personal data after submission of this form, please contact the Human Resources Office.

PART I (To be completed by Applicant)

1. Name: _____ 2. Staff No.: _____
3. Rank/Post/Department: _____ 4. Office Tel. No.: _____
5. Terms of Service : * contract terms (contract period: from _____ to _____) / superannuation terms
6. I wish to apply for Sabbatical Leave: from _____ to _____ (dates inclusive)
7. Immediately *prior to/following the Sabbatical Leave applied for, I intend to take a period of my earned Annual Leave from _____ to _____. (see Note 2)
8. I shall resume duty at the University on _____.
(This date should immediately follow the Sabbatical Leave period indicated in item (6) above or the Annual Leave period indicated in item (7) above, as appropriate). My Post-Sabbatical Leave Service will run from _____ to _____. (see Note 4)
9. Contact Address during Sabbatical Leave:

Tel: _____ Fax: _____ E-mail: _____

* Delete where inappropriate

10. Details of the activities (including consulting work) I intend to undertake during my sabbatical leave and particulars of the institution(s)/location(s) at which the activities are based: *(Please use separate sheet if space is insufficient and attach available supporting documents on the proposed activities.)*

[Please be reminded that an appointee shall not hold any executive position in another establishment during sabbatical leave without the express approval of the University. The appointee should submit a short report to the Approving Authority via his/her Recommending Authority/Authorities, within 3 months upon resumption of duty, on whether the planned activities during the sabbatical leave have been fulfilled and their results.]

11. Details of expected earnings/remuneration/reward/honorarium in cash or in kind to be received for undertaking the activities set out in item (10) above: *(Please itemise and attach relevant documents) (Where no earnings are expected, please put down "Nil". If it is uncertain at the time of application, for approved cases, the applicant should inform the Approving Authority by memo prior to commencement of the leave when the expected amount of earnings is known.)*

<u>Nature of Activities</u>	<u>Nature of Reward</u>	<u>Amount Receivable Expected</u>
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Total : _____
=====

12. I am aware that I shall be required to contribute to the University the outside earnings I shall receive during the sabbatical leave subject to permissible deductions including (i) payment for consulting work within the University's permissible limit of one day per week; and (ii) 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, extra income tax arising from activities undertaken during sabbatical leave, etc. In this connection, the amounts of deductions I intend to claim are as follows: *(For approved cases, if the actual amount expended is less than the amount stated below, it is the responsibility of the applicant to inform the Approving Authority by memo upon return from leave. Unauthorized retention of outside earnings during the sabbatical leave is not permissible under the Regulations.)*

<u>Purpose for which the Requested Deduction is Expended</u>	<u>Amount of Deduction Requested</u>
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- (i) Consulting at the rate of one day per week

- (ii) Travel(s)

- (iii) Housing

- (iv) Miscellaneous like car rentals, conference fees etc.

Total : _____
=====

13. Proposed arrangements for coverage of my duties including supervision of graduate students if applicable during the leave period applied for.

14. I am fully aware of the conditions for the granting of sabbatical leave to me, if approved, as stipulated in the prevailing regulations on Sabbatical Leave posted on Human Resources Office's homepage.

Signature: _____ Date: _____

[Please forward this application to the Human Resources Office]

PART II (To be completed by the Human Resources Office)

This is to confirm that the applicant will have accumulated _____ days of sabbatical credit at the date immediately prior to commencement of the proposed sabbatical leave, subject to his/her not taking any leave which is not sabbatical-earning between now and then.

Remarks: _____

Signature: _____ Date: _____

Post: _____

[Please forward this application to the First Recommending Authority (See Note 3)]

PART III (To be completed by the First Recommending Authority) [See Note 3]

Please complete either Section A or Section B, as appropriate

Section A

1. I recommend that the applicant be granted sabbatical leave:

- for the period indicated in Part I, item (6).
- for the period (if different from the period applied for): _____.

2. My recommendation for the granting of the sabbatical leave is subject to:

- the applicant undertaking activities as proposed in Part I, item (10).
- the applicant undertaking the following alternative and/or additional activities: _____

3. My preliminary recommendation on the amount of contributions required from the applicant in respect of his/her outside earnings during the sabbatical leave is as follows:

(Note: The amount of contributions required should be a sum equal to all the outside earnings during the sabbatical leave <as indicated in Part I, item 11> less permissible deductions <as indicated in Part I, item 12>, if the sums indicated are considered to be in order)

4. Proposed arrangements to cover the applicant's duties during the recommended sabbatical leave:

Section B (For application not recommended)

I do not recommend that the applicant be granted sabbatical leave and I have the following comments:

Signature: _____ Date: _____

Post: _____

[Please forward this application to the Second Recommending Authority or the Approving Authority as appropriate (see Note 3)]

PART IV (To be completed by the Second Recommending Authority) [see Note 3]

I *agree / do not agree to the recommendation indicated in Part III.

Remarks: _____

Signature: _____ Date: _____

Post: _____

[Please forward this application to the Approving Authority (See Note 3)]

PART V (To be completed by the Approving Authority) [see Note 3]

The application *is / is not approved.

Remarks, if any: _____

Signature: _____ Date: _____

Post: _____

[Please forward this application to the Human Resources Office]

Part VI (For use of Human Resources Office)

* Delete where inappropriate