

HONG KONG BAPTIST UNIVERSITY

Human Resources Office

HRO/LVE/F4

Application for Absence on Duty for Academic Staff and Teaching Staff on Lecturer & Instructor Grades (Academic Year _____ - _____)

Absence on Duty is provided for the purpose of enabling academic staff and teaching staff on Lecturer & Instructor grades to represent the University on certain functions away from campus and/or to participate in approved academic or professional activities.

Part I (to be completed by Applicant)

Name _____ Post _____ Faculty/School/Department _____

Official functions/Conferences/Seminars/Workshops (Please attach supporting document(s) as appropriate)

Period of Leave (yyyy/mm/dd) From _____ To _____ No. of Days _____
(calendar days)

Proposed arrangements for classes and other important assignments during absence (if applicable)

Class/Assignment Details	Date(s)/Period Involved	Make-up Class/Other Arrangements

(For Head of Department/Course Director/Course Coordinator)

During my absence, _____ will act on my behalf.

Signature _____ Date _____

Part II (to be completed by Approving Authority)*

Recommended /
Approved by _____ Date _____
Head of Department

Approved by _____ Date _____
Dean/Provost

Accumulated absence on duty, including this application, will amount to _____ for the current academic year. (to be completed by Record Keeper)

* Approving guidelines:

1. Absence on Duty for up to one week may be approved by the Head of Department. All approved applications should be forwarded to the Dean's office for information.
2. Subject to (1) above, Absence on Duty for more than one week and up to three weeks in an academic year may be approved by the Dean.
3. For Heads of Departments, the appropriate Dean will be the approving authority for all Absence on Duty requests of up to three weeks. For Deans, the Provost will be the approving authority for all Absence on Duty.
4. Under **exceptional circumstances**, Absence on Duty of more than three weeks in an academic year may be approved by the Provost. Since such cases are considered **exceptional**, they require special written justifications to be submitted along with the application. It should be noted that any period of absence beyond three weeks that is not approved as "Absence on Duty" would be considered as personal leave.