

HONG KONG BAPTIST UNIVERSITY
FACULTY OF ARTS
Request for Absence(s) on Duty
Academic Year _____

Name: _____ Department: _____

Purpose of the trip/visit: _____
(Please attached supporting document(s))

Itinerary (if applicable) (e.g. HK – Beijing – HK): _____

Dates: From _____ to _____ (No. of Calendar Days: _____)

Accumulated Absence on Duty Taken in Current Academic Year: _____ day (s)

Total No. of Days of Absence on Duty Taken in Current AY (including this application): _____ day (s)

I am applying for a Short-term Staff Development Grant. The application form is attached.*

I am not applying for a Short-term Staff Development Grant.

Arrangement of make-up class (Please indicate the date and venue for the make-up class or other alternatives such as exercises in the class supervised by TA/RA; swap classes with other teachers; or video teaching): _____

During my absence, _____ will act on my behalf.

Signature of Applicant: _____ Date: _____

Approved by: Department Head _____ Date: _____

Faculty Dean _____ Date: _____

Provost _____ Date: _____

The aforementioned information provided will be used for processing your application and recording your leave status. A copy will be returned to the individual upon approval and copies will be filed in the Department and the Dean's Office. Please note that staff members going overseas for business are automatically covered by the travel insurance policy adopted by the University (Please refer to http://pers.hkbu.edu.hk/protected.php?menu_id=68 for updated terms and conditions on Policies & Procedures for Insurance Coverage in Personnel Matters). Should you have any questions related to this application, please contact the relevant office.

To enable academic staff, teaching staff on lecturer and instructor grades and administrative staff to represent the University on certain functions away from campus and/or to participate in approved academic or professional activities, the University provides an Absence on Duty category of leave for the time they are away from campus. The annual limit within an academic year (but not to be carried forward between years), is normally three calendar weeks. This provision is not an automatic right of employment but a privilege based on the merit of each individual case. The following Guidelines have been adopted for the administration of this policy:

1. Absence on Duty applications should reach the Dean's Office via the Department/Office Head **at least 3 working days** prior to departure from campus. Related arrangements are to be processed and approved, including all teaching/supervisory/administrative duties of the staff concerned, in order to ensure that no adverse effects will result from the absence.
2. Absence on Duty for up to one week may be approved by the appropriate Head of Department. Applications approved by the Head should be forwarded to the Dean's office for information.
3. Subject to (2) above, Absence on Duty for more than one week and up to three weeks in any academic year may be approved by the Faculty/School Dean.
4. Under **exceptional circumstances**, Absence on Duty of more than three weeks in a 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 within a year that is not approved as "Absence on Duty" would be considered as personal leave.
5. For Heads of Departments, the appropriate Faculty/School Dean will be the approving authority for all Absence on Duty requests of up to three weeks in length, and then note 4 applies. For Faculty/School Deans, the Provost will be the approving authority for all Absence on Duty.
6. Any unused balance shall lapse at the end of the academic year (i.e. 31 August) and there will not be any payment in lieu of leave not yet taken.

* Please refer to PERS Policies & Procedures for eligibility:

http://pers.hkbu.edu.hk/index.php?page_id=194&menu_id=199&f=content