

Application for Duty Leave/Conference Leave for Academic Staff and Teaching Staff on Lecturer & Instructor Grades 教學人員公務假期申請表
(Academic Year 學年 _____ - _____)

Duty Leave/Conference Leave 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.

公務假期是為方便教學人員代表大學出席校園外某些活動及/或參與認可之教學/專業活動。

Part I (to be completed by Applicant) 甲部 (由申請人填寫)

Name _____ Post _____ Faculty/School/Department _____
姓名 _____ 職位 _____ 學院/學系 _____

Official functions/Conferences/Seminars/Workshops (Please attach relevant document(s) as appropriate)
公務活動/會議/研習班/工作坊 (請附上有關文件)

Period of Leave (yyyy/mm/dd) From _____ To _____ No. of Days _____
期間：(年/月/日) 由 _____ 至 _____ 總日數 _____
(calendar days)
(以日曆天計算)

Proposed arrangements for classes and other important assignments during my leave (if applicable)
在上述期間，有關職務之安排 (若適用)

Class/Assignment Details 課堂/職務詳情	Date(s)/Period Involved 受影響日期	Make-up Class/Other Arrangements 補課/其他安排

(For Head of Department/Course Director/Course Coordinator 由系主任/課程總監/課程統籌主任填寫)

During my leave, _____ will act on my behalf.
在上述期間，我的工作將會由 _____ 代為處理。

Signature _____ Date _____
簽名 _____ 日期 _____

Part II (to be completed by Approving Authority)* 乙部 (由有關負責人批核)*

Recommended / Approved by _____ Date _____
推薦/批核 _____ 日期 _____
Head of Department 系主任

Approved by _____ Date _____
批核 _____ 日期 _____
Provost/Vice-President/Dean 常務副校長/直屬副校長/院長

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

包括是次申請，今學年公務假期累積之總日數為 _____ (由檔案記錄負責人填寫)。

*** Approving guidelines 批核程序/守則：**

- Duty leave/Conference leave 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. 由系主任負責批核一星期內之公務假期申請，所有獲批之申請必須遞交副本往院長室存檔。
- Subject to (1) above, Duty leave/Conference leave for more than one week and up to three weeks in an academic year may be approved by the Dean. 由院長負責批核一學年內已累積超過一星期而尚未過三星期之公務假期申請。
- For Heads of Departments, the appropriate Dean will be the approving authority for all Duty Leave/Conference Leave requests of up to three weeks. For Deans, the Provost will be the approving authority for all Duty Leave/Conference Leave. 系主任本人之三星期內之公務假期，須由其院長批核。院長本人之所有公務假期之申請，須由常務副校長批核。
- Under exceptional circumstances, Duty Leave/Conference Leave 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 leave beyond three weeks that is not approved as "Duty Leave/Conference Leave" would be considered as personal leave. 在一學年內之累積公務假期若超過三星期，均屬特殊情況，必須連同書面理據一并呈交常務副校長待批。凡不獲批之超額累積公務假期，一律作其個人假期處理。