

Hong Kong University of Science and Technology

Guidelines on Staff Applying Special Leave for Participating in Volunteering Service

1. The University recognizes the benefits of volunteering service to both the community and the volunteer. The provision of paid special leave offers an opportunity for staff members to contribute to the community and for personal development through volunteering service during normal work time.
2. Staff members who wish to participate in **volunteering service in Hong Kong** that are organized or recognized by the University may apply for Special Leave. For recognized volunteering service, please refer to the [Partners of HKUST Connect](#) and [Social Career](#).
3. Subject to the approval of relevant Heads of departments, up to **four working days of Special Leave** with full pay may be granted in each calendar year for participating in volunteering service, which can be taken on a full-day or half-day basis. *[Note: For year 2022, staff can apply up to two working days of Special Leave for participating in volunteering service.]*
4. Special Leave for participating in volunteering service, if not used, will not be accumulated nor roll over to the next calendar year. Advance Special Leave for the purpose will not be entertained.
5. Staff should discuss with the supervisor before applying for Special Leave for participation in volunteering service.
6. To facilitate the consideration and approval by relevant Heads of Departments, **application should be made via the Online Leave Application System**, together with uploading of the confirmation from the organizing unit regarding the applicant's participation in the volunteering service.
7. The granting of special leave for participating in volunteering service is subject to the overriding consideration that the teaching/research/administrative duties of the staff concerned will not be affected. Besides, the proposed volunteering service must not conflict with the University's core values and commitments. Approval of each application is at the absolute discretion of the University and the University reserves the right to verify the participation records.
8. Within a month after participating in the volunteering service, **staff need to complete a simple survey to share their experience of participating in volunteering service**. Information provided will be analysed on an aggregate basis, which is helpful to encourage other staff to make the best use of the Special Leave provision to contribute to the common good of the community. **Please click [here](#) for the survey.**

香港科技大學

員工申請特別假期參與義工服務指引

1. 參與義工服務對社區和個人都有所裨益。為此，大學提供有薪特別假期，讓同事有機會於平常工作日參與義工服務，為社區作出貢獻及作個人成長發展。
2. 員工如欲參與大學組織或認可、並在香港舉辦的義工服務，可申請特別假期。有關認可的義工服務，可參照 [Partners of HKUST Connect](#) 和 [Social Career](#)。
3. 員工於每個公曆年可申請不多於四個工作日的有薪特別假期參與義工服務，可申請整天或半天假期。[備註：於 2022 年度，員工可申請不多於兩個工作日的有薪特別假期參與義工服務。]
4. 參與義工服務的特別假期不能累積或順延至下一個公曆年。預支特別假期將不獲批准。
5. 員工欲申請特別假期參與義工服務，應先與上司商討。
6. 申請可透過網上假期申請系統，並附上由舉辦單位確認參與義工服務的資料，以便部門主管考慮及批准。
7. 在批准參與義工服務的特別假期時，主管必須考慮到員工的教學/研究/行政職責不會受到影響。此外，義工服務的性質不得與大學的核心價值和承諾相違背。大學有絕對酌情權決定每個申請批准與否，並保留核實出席紀錄的權利。
8. 義工服務結束後一個月內，員工須完成簡單問卷調查分享該次義工服務經驗，提交的資料會集中分析，有助鼓勵其他同事善用特別假期為公眾利益做出貢獻。請按此處填寫問卷。

2022 年 11 月