

Dear Colleagues,

### COVID-19 Vaccination Leave and On-site Vaccination Arrangement

Since 31 December 2019, the Centre for Health Protection (CHP) of the Department of Health has recorded over 11,800 confirmed cases of COVID-19. The pandemic has continued for over 500 days and affected our daily lives. For public health and to safeguard the University community, the University strongly recommends staff and students to get vaccinated.

#### COVID-19 vaccination leave

To allow staff to recuperate from any possible discomforts after the vaccination, with immediate effect until 31 August 2021, the University will offer staff members who are to be inoculated a one-day vaccination leave for each shot. The leave can be taken, in the form of two half-days or one full day, on the day of vaccination or on the first working day after the vaccination.

Staff should apply for the vaccination leave by completing the [leave application form](#) and submitting it together with the vaccination record to their supervisors for approval.

The vaccination leave will NOT be deducted from the sick leave or annual leave balance. There will not be any payment in lieu of the vaccination leave entitlement since this is not considered as a contractual benefit.

#### On-site COVID-19 vaccination arrangements

The University Health Services Centre on the Ho Sin Hang campus is currently providing CoronaVac (克爾來福) vaccine for the University community. Booking can be made by calling the centre at 3411-2011.

The University is also coordinating with the government to arrange an outreach vaccination service of BioNTech (復必泰) on the Kowloon Tong campus. Further details will be announced shortly.

If you have any questions in regard to the vaccination, please refer to [COVID-19 Vaccination Programme](#) for further details. You are encouraged to speak to your doctor about your suitability before you get vaccinated.

Jennifer Leung  
Human Resources Office

Carolin Fong  
Estates Office

28 May 2021