



Dear Colleagues,

### **COVID-19 Vaccination Leave – Supplementary Information**

On 28 May 2021, the University announced the one-day [vaccination leave](#) for each dose of COVID-19 vaccination during the period of 28 May 2021 to 31 August 2021 to encourage vaccination among staff members.

Referencing the Government's latest measures on vaccination leave, and in appreciation of staff members who have vaccinated before 28 May 2021 to protect our community, we are extending the one-day leave, an authorised absence, to this group of staff members. Staff members can apply for the one-day authorised absence for each dose of COVID-19 vaccination received before 28 May 2021 and the authorised absence must be taken on or before 31 March 2022.

For staff members, who would like to apply for the vaccination leave or the authorised absence, please complete the [leave application form](#) and submit it together with the vaccination record to their supervisors for approval.

As announced earlier, 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. The same applies to the authorised absence arrangement.

I look forward to your continued support for the COVID-19 Vaccination Programme to protect and safeguard public health and the University community.

Jennifer Leung  
Human Resources Office

1 June 2021