

Dear Colleagues,

### **Third Dose COVID-19 Vaccination Leave Arrangement**

Subsequent to our earlier memo dated [25 August 2021](#), the University now offers staff members who are eligible persons for receiving the third dose of COVID-19 vaccine a one-day vaccination leave, given that they have received at least one dose of COVID-19 vaccine on or before 30 September 2021.

In general, staff members who fall into the following categories are considered eligible for the authorised absence arrangement:

1. Persons aged 60 or above (*with an interval of 180 days between 2<sup>nd</sup> and 3<sup>rd</sup> dose*)
2. Healthcare workers (*with an interval of 180 days between 2<sup>nd</sup> and 3<sup>rd</sup> dose*)
3. Persons with chronic illness (*with an interval of 180 days between 2<sup>nd</sup> and 3<sup>rd</sup> dose*)
4. Immunocompromised individuals (*with an interval of 28 days between 2<sup>nd</sup> and 3<sup>rd</sup> dose*)

For further details regarding the eligibility, please refer to the Government's press release dated [3 November 2021](#) and the COVID-19 Thematic [Website](#) for reference. Staff members are also advised to consult their physician before taking the third dose vaccination if necessary.

Starting from 11 November 2021, eligible staff members who would like to apply for the third dose vaccination leave should complete the [leave application form](#) and submit 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 for it constitutes no contractual benefit.

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  
12 November 2021