



Dear Colleagues,

Update on Third Dose COVID-19 Vaccination Leave Arrangement

Further to the announcement on the eligibility of one-day vaccination leave for staff members taking the third dose of COVID-19 vaccine as announced on [12 November 2021](#) and [6 January 2022](#), the University now advises you that the eligibility of vaccination leave will be extended from 31 March 2022 to 31 May 2022.

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.

For details of the vaccination programme, please refer to the COVID-19 Thematic [Website](#). Staff members are also advised to consult their physician before taking the third dose vaccination if necessary.

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

Human Resources Office
30 March 2022