

Application for COVID-19 Vaccination Leave / COVID-19 Vaccination Authorised Absence

Part I Application - To be completed by the staff member		
Full Name (Surname First)	Department/Unit	Post
Date of vaccination dose received [dd/mm/yyyy] :	Leave Date(s) [dd/mm/yyyy (a.m./p/m./full day)] :	Total day(s) :
Part II Approval - To be completed by the Supervisor or Head of Department / Unit		
Signature	Name and Post	Date

Note:

1. From 1 June 2021 to 31 August 2021, full-time staff members of the University (UGC-funded/non-UGC-funded) will be entitled to a one-day of vaccination leave for each COVID-19 vaccination dose received. The leave may be taken on the basis of two half-days or one full day for each dose received.
2. Full-time staff members of the University (UGC-funded/non-UGC-funded) who were vaccinated on or before 31 May 2021, in appreciation of their effort to make our campus safer from the virus, will also be allowed to apply for one day of COVID-19 Vaccination Authorised Absence that may be taken by 31 March 2022, for each dose already received. The authorized absence may be taken on the basis of two half-days or one full day for each dose already received.
3. Staff member is required to apply for the COVID-19 Vaccination Leave / COVID-19 Vaccination Authorised Absence by completing the leave application form and submitting it together with the vaccination record to the Supervisor or Head of Department/Unit for approval.
4. COVID-19 Vaccination Leave / COVID-19 Vaccination Authorized Absence will not be deducted from the sick leave or annual leave balance of the staff member. COVID-19 Vaccination Leave / COVID-19 Vaccination Authorized Absence shall be non-accumulative and automatically forfeited without any claim or compensation after 31 March 2022. Upon contract expiry/termination of appointment for whatever reason on or before 31 March 2022, the untaken COVID-19 Vaccination Leave / COVID-19 Vaccination Authorised Absence shall be forfeited without any claim or compensation.