**HONG KONG BAPTIST UNIVERSITY**  
**New Pay and Reward Structure**

**Academic Staff Grade**  
**Information on Benefits Provision**

<table>
<thead>
<tr>
<th>Medical &amp; Dental Benefits*</th>
<th>Integrated Scheme 2004 (Group III benefits) for appointees and eligible family members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Retirement Benefits/Gratuity</strong>*</td>
<td>University contribution within a range of 10% to 15% of basic salary, depending on the funding situation and as determined by the Council, will be provided in the following forms:</td>
</tr>
<tr>
<td></td>
<td>(a) Contribution to an MPF Scheme plus gratuity for those on fixed-term appointment; and</td>
</tr>
<tr>
<td></td>
<td>(b) Contribution to the University’s Superannuation Fund with benefits accrued subject to a vesting scale for those on substantive appointment.</td>
</tr>
</tbody>
</table>
| **Annual Leave** | • 45 calendar days (to be taken during the period of lower academic activities)  
  • Maximum accumulation limit: 91 calendar days  
  • For staff on fixed-term appointment, annual leave has to be taken within the contract period. There will not be payment in lieu of leave not yet taken upon completion of contract.  
  • On resignation or retirement, payment of outstanding accumulated annual leave will be limited to no more than one calendar month. |
| **Sick Leave** | • 4 days of sick leave per month for the first year of service, and thereafter 6 days of sick leave per month.  
  • Maximum accumulation: 120 days for those with less than 6 years of service, and 182 days for those with 6 or more years of service.  
  • Full-pay will be provided for the above period of sick leave |
| **Maternity Leave** | • In accordance with the Employment Ordinance.  
  • Full pay will be provided for those eligible for paid maternity leave under the Employment Ordinance. |

* Applicable for appointment period of one year & above.

Personnel Office  
April 2005
### Medical & Dental Benefits*

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<th>Integrated Scheme 2004 for appointees and eligible family members:</th>
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<tr>
<td>• For staff on Senior Lecturer &amp; above ranks – Group III benefits</td>
</tr>
<tr>
<td>• For staff on Assistant Lecturer, Lecturer I /II ranks – Group II benefits</td>
</tr>
</tbody>
</table>

### Retirement Benefits/Gratuity*

- University contribution within a range of 10% to 15% of basic salary, depending on the funding situation and as determined by the Council, will be provided in the following forms:
  - (a) Contribution to an MPF Scheme plus gratuity for those on fixed-term appointment; and
  - (b) Contribution to the University’s Superannuation Fund with benefits accrued subject to a vesting scale for those on continuous contract appointment.

### Annual Leave

- 22 working days (to be taken during the period of lower teaching activities)
- Half of the annual leave provision may be carried forward to the following 12-month period. Any untaken leave carried forward will lapse at the end of the following 12-month period.
- For staff on fixed-term appointment, annual leave has to be taken within the contract period. There will not be payment in lieu of leave not yet taken upon completion of contract.
- On resignation or retirement, payment of outstanding accumulated annual leave will be limited to no more than one calendar month.

### Sick Leave

- 4 days of sick leave per month for the first year of service, and thereafter 6 days of sick leave per month.
- Maximum accumulation: 120 days for those with less than 6 years of service, and 182 days for those with 6 or more years of service.
- Full-pay will be provided for the above period of sick leave

### Maternity Leave

- In accordance with the Employment Ordinance.
- Full pay will be provided for those eligible for paid maternity leave under the Employment Ordinance.

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*Applicable for appointment period of one year & above.
## Instructor Grade
### Information on Benefits Provision

| Medical & Dental Benefits* | Integrated Scheme 2004 for appointees and eligible family members:  
|                           | • For staff on Senior Instructor rank – Group III benefits  
|                           | • For staff on Instructor I/II ranks – Group II benefits |
| Retirement Benefits/Gratuity* | University contribution within a range of 10% to 15% of basic salary, depending on the funding situation and as determined by the Council, will be provided in the following forms:  
|                           | (a) Contribution to an MPF Scheme plus gratuity for those on fixed-term appointment; and  
|                           | (b) Contribution to the University’s Superannuation Fund with benefits accrued subject to a vesting scale for those on continuous contract appointment. |
| Annual Leave               | • 22 working days (to be taken during the period of lower teaching activities)  
|                           | • Half of the annual leave provision may be carried forward to the following 12-month period. Any untaken leave carried forward will lapse at the end of the following 12-month period.  
|                           | • For staff on fixed-term appointment, annual leave has to be taken within the contract period. There will not be payment in lieu of leave not yet taken upon completion of contract.  
|                           | • On resignation or retirement, payment of outstanding accumulated annual leave will be limited to no more than one calendar month. |
| Sick Leave                 | • 4 days of sick leave per month for the first year of service, and thereafter 6 days of sick leave per month.  
|                           | • Maximum accumulation: 120 days for those with less than 6 years of service, and 182 days for those with 6 or more years of service.  
|                           | • Full-pay will be provided for the above period of sick leave |
| Maternity Leave            | • In accordance with the Employment Ordinance.  
|                           | • Full pay will be provided for those eligible for paid maternity leave under the Employment Ordinance. |

*Applicable for appointment period of one year & above.
## HONG KONG BAPTIST UNIVERSITY

**Research Assistant Professor**  
**Information on Benefits Provision**

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<th><strong>Medical &amp; Dental Benefits</strong>*</th>
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<tr>
<td><strong>Retirement Benefits/Gratuity</strong>*</td>
<td>University contribution within a range of 10% to 15% of basic salary, depending on the funding situation and as determined by the Council, will be provided in the following forms:</td>
</tr>
</tbody>
</table>
|                               | (a) Contribution to an MPF Scheme; and  
|                               | (b) Contract-end gratuity |
| **Annual Leave** | • 22 working days (to be taken during the period of lower teaching activities)  
|                           | • Annual leave has to be taken within the contract period. There will not be payment in lieu of leave not yet taken upon completion of contract.  
|                           | • For staff on fixed-term appointment of one year & above, half of the annual leave provision may be carried forward to the following 12-month period. Any untaken leave carried forward will lapse at the end of the following 12-month period.  
|                           | • On resignation or retirement, payment of outstanding accumulated annual leave will be limited to no more than one calendar month. |
| **Sick Leave** | • 4 days of sick leave per month for the first year of service, and thereafter 6 days of sick leave per month, subject to maximum accumulation of 120 days.  
|                           | • Full-pay will be provided for the above period of sick leave |
| **Maternity Leave** | • In accordance with the Employment Ordinance.  
|                           | • Full pay will be provided for those eligible for paid maternity leave under the Employment Ordinance. |

*Applicable for appointment period of one year & above.
# Integrated Scheme 2004:
- For “general staff” – Group I benefits for the appointee and eligible family members.
- For “executive/professional staff” – Group II benefits for the appointee and eligible family members.
- For “managerial/senior professional staff” – Group III benefits for the appointee and eligible family members.

## Retirement Benefits/Gratuity*
University contribution at the following percentages of basic salary will be provided in form (a) or (b) below:
- 8.5% for “general staff”;
- 10% for “executive/professional staff”; and
- within a range of 10% to 15% for “managerial/senior professional staff”, depending on the funding situation and as determined by the Council,
  (a) Contribution to an MPF Scheme plus gratuity for those on fixed-term appointment;
  and
  (b) Contribution to the University’s Superannuation Fund with benefits accrued subject to a vesting scale for those on continuous contract appointment/continuous appointment.

## Annual Leave
- Annual leave provision:
  - For “general staff”: 14 working days
  - For “executive/professional staff”: 18 working days
  - For “managerial/senior professional staff”: 22 working days.
- Half of the annual leave provision may be carried forward to the following 12-month period. Any untaken leave carried forward will lapse at the end of the following 12-month period.
- For staff on fixed-term appointment, annual leave has to be taken within the contract period. There will not be payment in lieu of leave not yet taken upon completion of contract.
- On resignation or retirement, payment of outstanding accumulated annual leave up to the following limits will be provided:
  - not more than two calendar weeks for “general staff”
  - not more than two calendar weeks for “executive/professional staff”
  - not more than one calendar month for “managerial/senior professional staff”

## Sick Leave
- For “general staff” and “executive/professional staff” – 2 days of sick leave per month for the first year of service, and thereafter 4 days of sick leave per month, subject to maximum accumulation of 120 days.
- For “managerial/senior professional staff” - 4 days of sick leave per month for the first year of service, and thereafter 6 days of sick leave per month, subject to maximum accumulation of 120 days for those with less than 6 years of service, and 182 days for those with 6 or more years of service.
- Full-pay will be provided for the above period of sick leave

## Maternity Leave
- In accordance with Employment Ordinance.
- Full pay will be provided for those eligible for paid maternity leave under the Employment Ordinance.

* Applicable for appointment period of one year & above.