



USJ STAFF LEAVE POLICY

This document defines the different types of leave that employees of USJ, or any of its fully-owned companies, are entitled to, and procedures to be followed when applying for leave. This staff leave policy is applicable to all full-time employees, unless it is otherwise specified in the Employment Agreement. This policy shall also be governed by and construed in accordance with the laws of Macao SAR.

Part-time employees are entitled to the different scheme of leave on the proportional basis in accordance with the fraction of full-time employment agreed in their Employment Agreement.

1. Authorization

Applications of *all types of Leave Request* are to be approved by the following competent superior, unless specified otherwise in this document:

Staff	Approver
Vice-Rector/Pro-Rector/Administrator/Registrar/Dean	Rector
Academic Staff	Dean of Respective Faculty
Non-Academic Staff	Head of Respective Office/Immediate Superior

2. Responsibilities

- The Staff Leave Application Form should be submitted to the immediate superior for approval.
- The immediate superior is responsible for ensuring that the period of the employee's annual leave does not conflict with the work requirements of the Unit/Programme/Department. When the request for leave is approved, s/he presents the approved Application Form to the FHRO - Human Resources Team (HR) for the employee's leave record updating. The immediate superior is also responsible for ensuring that the staff members in their Unit have sufficient opportunity to take all their annual leave within the academic year.
- HR is responsible for handling the requests for leave, maintaining updated records, ensuring the approved leave falls within the leave entitlement and informing employees, at the end of the academic year, of their balance of annual leave.
- An employee is responsible for informing her/his immediate superior well in advance the request for absence from work with reason, and the expected days of the leave. If the request for leave is unforeseen/unexpected, the employee must inform her/his immediate superior as soon as possible.

3. Guidelines

- **Annual Leave**

1. After completing one year's service, an employee is allowed a total of twenty-five (25) days of Annual Leave per academic year. During the first year of service at the University, the employee is entitled to an annual leave proportionally to her/his period of employment in the academic year. Annual leave is not to be taken until the completion of the probationary period.
2. Application should be sent to the immediate superior at least one week in advance of the first requested leave day.
3. For academic staff, their vacation should NOT be taken during the regular semesters.
4. If an employee on annual leave falls ill or the University is closed due to typhoon or other reasons during her/his leave period, s/he shall be deemed to be on annual leave.
5. An employee shall take their full annual leave entitlement within each academic year, which runs from 1 September to 31 August. With the consent and approval of respective leave approver, any remaining leave at the end of an academic year, up to the maximum of (five) 5 days, can be carried over to the next academic year and have to be taken by 31 December of that year, otherwise the leave will be lapsed.
6. Any annual leave unused after the expiration of the established time limits shall be lapsed.
7. The unit of Annual Leave should be counted by the working day of our academic calendar.
8. Leave going beyond the entitled annual leave may be requested as Leave without Pay recommended by the Dean or immediate superior, and approved by the Rector or the Executive Council.
9. The days of entitled annual leave are proportionate to the period of service completed during the academic year in which the employee's resignation/termination occurs. In the event that the employee has taken annual leave in excess of their accrued entitlement, the administration of the University has the right to deduct the relative amount of the proportional day rate from the payment of her/his salary.
10. Upon resignation/termination of employment, the employee should ensure that any leave entitlement due is taken prior to the last date of employment. The employee should use up all accrued leave entitlements before the date of termination; s/he will not be paid for her/his annual leave balance, except for a special request made by the Dean or immediate superior concerned. For such a request, the justification and endorsement from the Dean, or the justification from the immediate superior concerned and the endorsement from the respective Line Manager, shall be submitted to HR at least fifteen days prior to the last date of employment.
11. Extraordinary cases will be decided by the Executive Council on the merits of each case.

- **Academic / Research Leave**

1. Academic / Research Leave is not given as a matter of right and each application will be considered on its merits.
2. An academic staff, subject to the workload guideline, is allowed to take a maximum of twenty-five (25) working days for Academic / Research leave within the academic year, which runs from 1 September to 31 August.
3. Leave going beyond the days referred to above may be requested as Leave without Pay recommended by the Dean or immediate superior and approved by the Rector or the Executive Council.
4. An academic staff who applies for Academic / Research Leave should submit the application at least one (1) month in advance, together with supportive documents such as research plan or proof of enrolment in event/conference. The Staff Leave Application Form and accompanying documents are presented to her/his Dean (Dean to the Rector), who is responsible for verifying that all academic duties are covered and for presenting the approved Application Form to HR for registering and updating the leave record.
5. If approved, the academic staff have to report the research output in USJ Yearly Academic Appraisal Report. The Deans of the respective faculties shall include the relevant information in the Dean's annual report.
6. The approved period of Academic / Research Leave will normally be for the period of the conference or the academically relevant event, together with the minimal reasonable period for travel from and to the University. For absences for non-work purposes beyond the minimal reasonable period for attendance at the approved conference or academically relevant event, the academic staff is expected to take the additional time as her/his Annual Leave or Leave without Pay. In this respect, the Dean has to endorse the additional absence with the relevant considerations.

- **Sick Leave**

1. The University will cover each staff member with a total of fifteen (15) days of Sick Leave per academic year (the period from 1 September to 31 August) after the completion of the probationary period. For a staff member joining the University in the middle of an academic year (i.e., after 1 September), the entitlement to Sick Leave is on a pro-rata basis in accordance with the period of employment of that academic year.
2. For sick leave, the employee shall promptly notify their immediate superior and/or other designated parties. In addition, medical certificate from registered doctors in Macao has to be provided to the HR within three working days from the day duty is resumed. The medical certificate from places outside of Macao may be accepted but is subject to verification, and the certificate should be in English, Chinese, or Portuguese.
3. Leave days for attending check-ups, excluding teeth cleaning, can be classified as Sick Leave and must be supported by medical certificate. In this case, proof of attending the appointment is required, and only days of attending the check-ups at the hospitals and/or clinics are considered as Sick Leave.
4. In the case of prolonged illness, the stipulations of the Employment Agreement will prevail.

5. When an employee's first-degree member of kin (spouse, children or parents) is ill and needs the employee's care and support, the University will permit up to the maximum of five (5) days per academic year to be deducted from the employee's sick leave entitlement. Such leave shall be granted upon submission of medical certificate of the person concerned to HR within three working days from the day duty is resumed.
6. In principle, if an employee has exhausted 15 days of sick leave and continues to be absent from work due to illness, s/he shall be required to use her/his annual leave entitlement. If both annual leave and sick leave are exhausted, the employee may apply to take Leave without Pay. The application/request for extended sick leave must be made with the consent of the Dean or immediate superior to the Rector or the Executive Council for decision.
7. Extraordinary cases will be decided by the Executive Council on the merits of each case.

- **Health Care Leave**

1. The University wishes to pay special attention and aim to maximize efforts to provide all kinds of support to staff members who encounter unforeseeable situations or develop long-term serious illnesses.
2. In addition to the Sick Leave entitlement, Health Care Leave can be granted, with full or partial remuneration, subject to prior approval from the Executive Council, and is intended to cover the following circumstances:

Employee who encounter a preventive care issue or other medical issue arising from hospitalization and/or prolonged illness as listed below:

- Rehabilitation rest after dental treatment, hospitalization or critical illness
 - Quarantine period
 - Psychological consultation and rest
 - Other extraordinary cases upon Executive Council approval
3. An employee is eligible for an equivalent of a maximum of 84 calendar days of Health Care Leave per academic year. S/He can apply for this leave no more than 6 times per academic year, and each application shall not exceed a continuous period of 14 calendar days.
 - i. In the event that an employee exceeds 84 calendar days or 6 times within an academic year, Leave without Pay may be granted, subject to Executive Council approval.
 - ii. All relevant supporting documentation (including medical reports) should be submitted together with the application for leave.
 4. Employee who are on Health Care Leave may be required to maintain minimal service or be contactable, subject to their condition and the operational requirements of the University.

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- **Compensation Leave**

1. Administrative staff with full-time contract are paid on a regular salary basis and not paid based on the number of hours worked. They are expected to meet operational needs and at times may need to work beyond their usual schedule. An emphasis is placed on meeting the responsibilities of the position rather than on working a specific number of hours. Therefore, administrative staff with full-time contract do not accrue compensation time, unless explicitly stated in the contract.
2. Compensation Leave will only be provided with the prior approval from the Administrator for the special events that are not on the approved Academic calendar. Such approval has to be copied to HR in writing or by email prior to the activities for record purpose.
3. An explanatory record of the hours worked during these special events should be properly provided by the person responsible for the event and verified by the respective Head/Director of Office, the Line Manager or the Administrator. The record information shall be forwarded to HR after verification for record keeping.
4. The Administrator with the relevant superior may use their own discretion to make a duly justified decision for the respective assignments that relate to the compensation(s), as well as in exceptional cases for applying the Compensation Leave or reward.

- **Advanced Leave**

1. An employee is entitled to draw in advance a maximum of five (5) days from the annual leave entitlement of the following academic year. Further leave shall be considered Leave without Pay.
2. Should the employee resign within the first few months in the following academic year and/or be unable to redeem from her/his annual leave, the administration of the University has the right to deduct the relative amount of the proportional day rate from the payment of her/his salary.
3. When Advanced Leave has been granted, the employee is not liable to apply for carrying over leave to the following academic year.

- **Bereavement Leave**

1. An employee who has completed the probationary period is entitled to paid Bereavement Leave. Employee is entitled to a maximum of five (5) consecutive days of Bereavement Leave for the death of a first-degree member of kin (spouse, children or parents).
2. Employee is entitled to one (1) day of Bereavement Leave for the death of other relative.
3. Relative supportive document(s) has/have to be provided to the HR within three working days, counting from the day duty is resumed.

- **Marriage Leave**

1. An employee who has completed the probationary period is entitled to a maximum of five (5) consecutive working days of paid Marriage Leave, within which the wedding day should be included if it is on a working day.
2. Application for Marriage Leave should be sent to the immediate superior for endorsement at least thirty calendar days in advance of the first requested leave day.
3. Relative supportive document(s) has/have to be provided to the HR within three working days, counting from the day duty is resumed.

- **Maternity Leave**

1. After completing the first year's service, a female employee is entitled to one hundred and one (101) calendar days of Maternity Leave with pay.
2. For an employee with less than one year's service on the day of her confinement, she is entitled to one hundred and one (101) calendar days of Maternity Leave without pay. However, if she completes one year's service during the maternity leave period, she is entitled to Maternity Leave with pay for the remaining period thereafter.
3. Of the one hundred and one (101) calendar days of Maternity Leave, seventy-one (71) calendar days must be taken consecutively right after the confinement, while thirty (30) calendar days can be taken consecutively before or after the confinement.
4. In case of a still birth or involuntary abortion, a minimum of twenty-one (21) calendar days and up to a maximum of seventy (70) calendar days can be granted in the light of the state of health of the eligible employee and in accordance with medical prescription with due proof.
5. Rest days and holidays that fall on the maternity leave period shall be counted as part of the maternity leave.
6. An employee has to give a written notice, with a medical certificate confirming the pregnancy, to her immediate superior and to HR, to show her intention to take maternity leave at least thirty calendar days before the first requested leave day.
7. Relative supportive document(s) has/have to be provided to the HR within three working days, counting from the day duty is resumed.
8. By granting the maternity leave, the employee must indicate to her replacement(s) all her outstanding job duties that are to be complied with, and her immediate superior has the right to handle or to reassign all her incomplete work.

- **Paternity Leave**

1. A male employee whose labour relation has lasted more than one year on the day of his wife's confirmed 3 months' pregnancy is entitled to the maximum of fifteen (15) days of Paternity Leave, and the leave can be taken from that day onwards or within one year of the birth of the child. Leave days can be taken non-consecutively.
2. Relative supportive document(s) has/have to be provided to the HR within three working days, counting from the day duty is resumed.

- **Leave without Pay**

1. In the case of an employee requesting a period away from USJ in excess of her/his eligible leave as mentioned above, the application/request must be made with the consent of the immediate superior to the Rector or the Executive Council for approval on Leave without Pay.
2. An employee is required to exhaust accrued annual leave before requesting Leave without Pay.
3. During the period of Leave without Pay, no salary or allowance payments will be made to the employee. However, employees holding Macao Resident Card are still obliged to make the monthly contribution for the employee portion of the Social Security Fund.
4. For Leave without Pay period of 30 days or more, the accrual of Annual Leave, Academic/Research Leave, and Sick Leave will be suspended. The entitlement of Annual Leave, Academic/Research Leave, Sick Leave, and the year of service will be pro-rated to exclude the period where the employee was on unpaid leave.
5. Employees who take Leave without Pay are still employed by the University during their leave and, therefore, are required to comply with their contractual obligations towards the University.

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