

## Engagement of Student Helpers During Summer Break (from June 1 to August 31, 2025)

### Reference Notes on Statutory Benefits for Student Helpers Who Work Continuously for 4 Weeks or more with at least 18 Hours per Week

Students' formal study is expected to be less active during the Summer Break, i.e. from June 1 to August 31, 2025. In this connection, the restriction of "less than 18 hours per week" on the working hours of a Student Helper under the Student Helper Engagement Scheme is temporarily lifted during the said period. It should be noted that an employee who has worked continuously for 4 weeks or more, with at least 18 hours of work in each week is regarded as being employed under a "continuous contract of employment" in accordance with the Employment Ordinance, and should be entitled to statutory benefits accordingly. The following provisions are intended to convey the same benefits as those required under the Employment Ordinance and will be subject to the conditions/requirements therein.

#### 1. Annual leave and annual leave pay

A Student Helper should be entitled to annual leave at the rate of 7 days per annum after completion of 3 months' service under a continuous contract of employment. Colleges/Departments/Units (D/Us) who have engaged Student Helper(s) to work continuously for the entire Summer Break from June 1 to August 31, 2025 with at least 18 hours per week should complete the prescribed form (available at the Student Helper Engagement Scheme's website: [Student Helper Engagement Scheme - Office of Student Affairs, CUHK \(OSA\)](#)) in early September 2025 to authorize payment of annual leave pay. The pro-rated annual leave entitlement for the period from June 1 to August 31, 2025 is 1.76 days' annual leave, which will be paid to the Student Helpers concerned in the form of annual leave pay.

#### 2. Sick leave and sickness allowance

Paid sickness days are accumulated at the rate of 2 paid sickness days for each completed month of service under a continuous contract of employment. Sickness allowance will be payable in respect of scheduled working day(s) during a period of 4 consecutive sickness days or more supported by proper medical certificate(s). Under such circumstances, the Student Helper concerned should file an application for sick leave using the prescribed form (available at the Student Helper Engagement Scheme's website: [Student Helper Engagement Scheme - Office of Student Affairs, CUHK \(OSA\)](#)) to the engaging D/U for endorsement and authorization of sickness allowance payment accordingly.

#### 3. Rest day

A Student Helper is entitled to not less than 1 rest day in every period of 7 days on a without pay basis. Working hours of Student Helpers should be scheduled in compliance with the said requirement.

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