

**Request Form for Annual Leave Pay to Student Helper**

Notes:

1. A Student Helper who works **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.
2. 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. On a pro-rata basis, Student Helpers who have been engaged to work continuously for the entire Summer Break from June 1 to August 31, 2025 with at least 18 hours per week should therefore be entitled to 1.76 days’ annual leave. The said annual leave entitlement should be paid to the Student Helpers concerned in the form of annual leave pay.
3. Colleges/Departments/Units which have engaged Student Helper(s) as stipulated in point (2) above should complete this request form to arrange payment of annual leave pay. The personal data provided on this form will be used by the University administrators for processing the request for payment.

**(To be completed by Job Supervisor)**

Name: \_\_\_\_\_ Serving Dept/Unit: \_\_\_\_\_

Contact information: (Tel.) \_\_\_\_\_ (E-mail) \_\_\_\_\_

I hereby confirm that the following Student Helper(s) have been engaged to work continuously for the entire Summer Break from June 1 to August 31, 2025 with at least 18 hours per week and request payment of annual leave pay# to them:

Student Helper’s Name	Student ID No.	Period of Engagement	Annual Leave Entitlement	Cost Centre code/ Project code
		1/6/2025 to 31/8/2025	1.76 days	
		1/6/2025 to 31/8/2025	1.76 days	
		1/6/2025 to 31/8/2025	1.76 days	
		1/6/2025 to 31/8/2025	1.76 days	
		1/6/2025 to 31/8/2025	1.76 days	

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# Completed request for annual leave pay should be forwarded to the Payroll and Superannuation Unit, Finance Office **on or before September 5, 2025** for payment arrangements. For enquiries on the provision of annual leave entitlement and the payment matters, please contact Miss Daisy Liu, Human Resources Office (3943 9894) and Miss Natalie Lau, Finance Office (3943 8614) respectively.