

THE CHINESE UNIVERSITY OF HONG KONG

CUHK 60th Anniversary – Application for Time Release for Community Service

Notes:

1. In celebration of the CUHK 60th Anniversary and to amplify the University’s social impact via service to the community, Heads of Departments/Units (‘HoDs’) may grant time release for up to **15 hours** for a full-time appointee to undertake community service during the period **August 21, 2023 to June 30, 2024**. The time release may cover the actual service activity and reasonable travelling time to the service location. The subject time release is not an entitlement and the granting of such should be subject to operational practicality.
2. An applicant should provide sufficient information to enable the HoD to decide whether the activity can be recognized for granting time release. Applicants who have made a pledge under the [CU60303 · Care & Unite programme](#) (‘the CU60303 programme’) should attach the acknowledgement emails of their pledge and the service records on the platform of ‘Social Career’, a collaborator of the CU60303 programme, to support their applications for time release. In general, volunteering and community engagement activities enrolled through Social Career may be recognized for granting time release. Other social service activities outside of the platform may be recognized as well at the HoD’s discretion, taking into account the nature of activities, service targets and reputation of organizers. Enrollment information and the post-activity participation record for the community service will be required for proper record.
3. Record of approved time release should be kept by Departments/Units locally; CUPIS record not required.

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**Section A** (to be completed by the Applicant)

Employee ID: \_\_\_\_\_ Name: \_\_\_\_\_ Tel.: \_\_\_\_\_

Post: \_\_\_\_\_ Department/Unit: \_\_\_\_\_

1. Time release applied:

Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

2. Details of community service activity (cf. note 2 above):

Organizer: \_\_\_\_\_ Service period  
(date & time): \_\_\_\_\_

Service location,  
nature and target: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

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**Section B** (to be completed by the Head of D/U or his/her designate)

The above application for time release is:  Approved /  Not Approved

Comments, if any: \_\_\_\_\_

Name: \_\_\_\_\_ Post: \_\_\_\_\_

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