September 2026

How to submit a leave of absence on ESF Hub

Follow these steps if you need to submit a leave of absence for your child

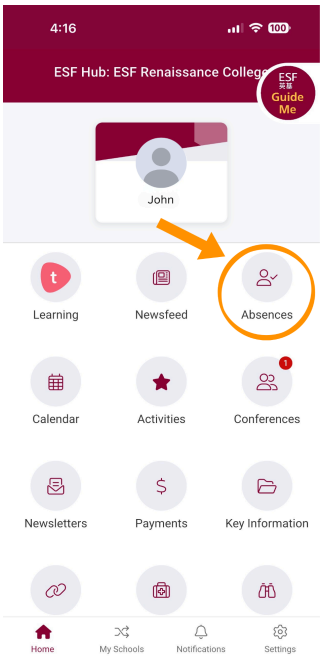
Step 1

Open the ESF Hub app on your phone



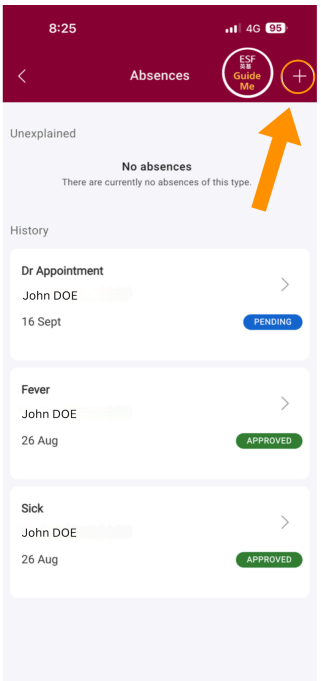
Step 2

Go to 'Absences'



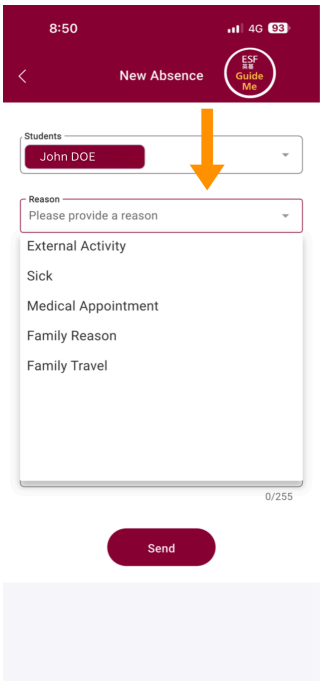
Step 3

Tap the plus (+) icon



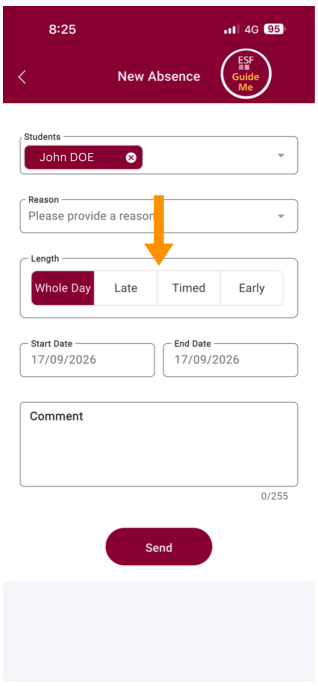
Step 4

Select the reason for the leave from the drop down menu



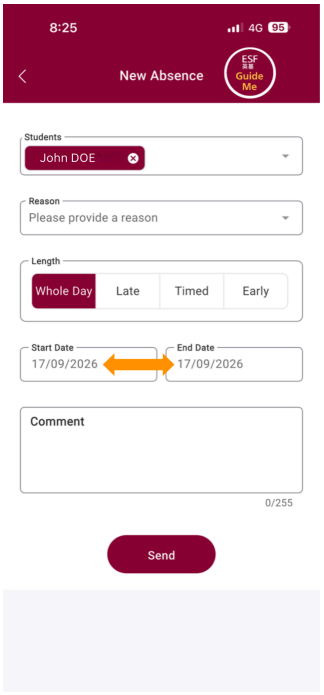
Step 5

Select the length of absence



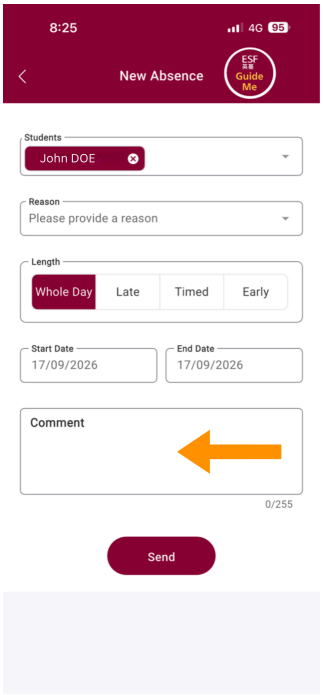
Step 6

Indicate the Start and End Dates of the absence



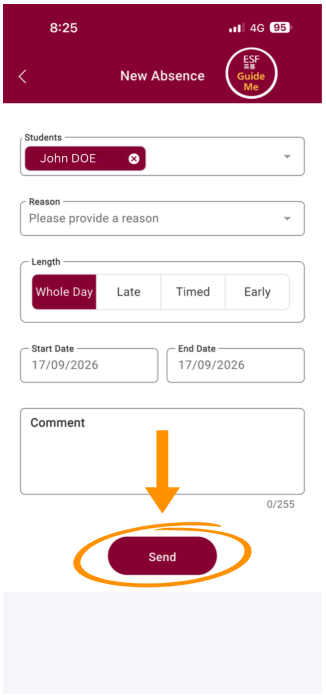
Step 7

Add a comment (if any)



Step 8

Tap 'Send'



If you encounter any technical issues, please email our **RedDoor Centre's Help Desk** at helpdesk@rchk.edu.hk.