

Yuan Ze University Regulations for Faculty And Staff's Leave of Absence

March 28, 1990, Approved by the 1st Executive Council Meeting of the 1989 Academic Year
January 19, 1996, Amended by the 2nd Executive Council Meeting of the 1995 Academic Year
June 18, 2002, Amended by the 2nd Executive Council Meeting of the 2001 Academic Year
July 21, 2008, Amended by the 22nd Executive Committee of the 2007 Academic Year
October 25, 2017, Amended by the 6th Executive Committee of the 2017 Academic Year
May 13, 2020, Amended by the 21st Executive Committee of the 2019 Academic Year
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Article 1

These regulations are established for faculty and staff's leave of absence.

Article 2

Faculty and staff's leave of absence shall be processed in accordance with the following regulations:

1. **Personal Leave:**

A maximum of seven days in total is allowed in each semester for full-time staffs. Those who ask for personal leave for over seven days shall get President's approval and the salary shall be deducted in the unit of day for extra days of personal leave. A maximum of seven days in total is allowed in each semester for full-time faculties. Those who ask for personal leave during the summer or winter vacation may leave for more than seven days without salary deduction by getting President's approval. However, the leave shall not affect the teaching or administrative affairs.

2. **Sick Leave:**

A maximum of twenty-eight days of each academic year shall be given for sick leave to faculty/staff who require treatment or rest because of suffering from illness or for preventing miscarriage. Female faculty/staff who have difficulties working during their menstrual cycle shall be granted Menstrual Leave one day per month which is counted towards the yearly days of sick leave. The cumulative days of Menstrual Leave exceeding the given amount of sick leave shall be counted towards personal leave. For faculty/staff who suffer from a catastrophic illness or injury that requires a prolonged period of medical care, or pregnant faculty/staff who require rest for miscarriage prevention, their sick leave may be extended upon approval by the President if their given days of leave have already been taken. Such an extension period of the sick leave shall not exceed six months in total within two years, calculated from the first day of the first extension; those who are unable to return to work after the extension period may apply for position retained without pay, or follow legal procedures for retirement or severance with pay. The remuneration receivable during the extended sick leave shall be half of the basic salary, academic research allowance, (or professional allowance), and YZU Allowance.

3. Wedding Leave:

A maximum of fourteen days is allowed for wedding leave. According to actual needs of the department or office, paid wedding leave can be taken in separated time periods but shall be taken one week before the wedding or within one month after the wedding. Newly employed staffs must not ask for wedding leave during the trial period.

4. Maternity Leave:

Before childbirth, a maximum of eight days of paid prenatal leave can be granted to an expectant mother. The prenatal leave can be applied in separated time periods, but cannot be reserved to the period after childbirth. A maximum of forty-two days of maternity leave can be granted for the period after childbirth. For pregnancy over five months, a maximum of forty-two days of paid miscarriage leave can be granted. For pregnancy over three but less than five months, a maximum of twenty-one days of paid miscarriage leave can be granted. For pregnancy less than three months, a maximum of fourteen days of paid miscarriage leave can be granted. If the persons of leave agree to go back to work early due to the office's or department's significant, sudden, or emergent tasks, the days of leave that haven't been taken by the persons shall be paid as the overtime pay.

5. Paternity Leave:

Paternity leave: Due to spouse's childbearing, three days of paid paternity leave can be granted and can be applied in separated time periods. It has to be taken within three days before or after childbearing (weekends and holidays are not included).

6. Mourning Leave:

Due to death of parent or spouse, paid mourning leave can be granted for up to fifteen days. Due to death of stepparents, parents-in-laws or children, paid mourning leave can be granted for up to ten days. For great-grandparents, grandparents, grandparents-in-law, step-parents-in-law or siblings passing away, paid mourning leave can be granted for up to five days. The mourning leave can be taken separately, at least one day each time, and shall be taken within a hundred days.

7. Injury Leave caused by duty:

For those who are injured or ill caused by performing their duties, the paid leave is granted with certificate of diagnosis submitted. The days of leave will be based on the days of recovery on the certificate of diagnosis advised by the doctor or hospital.

8. Business Leave: Business leave is granted for the following situations (the days of leave depend on the actual need)

- (1) Being authorized to take advanced studies, to survey, to do research projects, or to get training within one-year period.
- (2) Representing the school to attend international conferences or to have papers released in academic seminars.
- (3) Being authorized to participate in the activities related to job affairs.
- (4) Being called back for military service.
- (5) Participating in the vote of election held by the government.

9. Bone Marrow or Organ Donation Leave:

The number of days for leave due to bone marrow or organ donation shall be determined by the actual needs.

10. Indigenous Faculty and Staff:

Faculty/Staff with indigenous ethnicity shall be granted leave according to the holidays specified in the announcements by the Council of Indigenous Peoples for traditional indigenous rituals and ceremonies.

Article 3

Full-time staffs (including teacher's assistants) who have served University for certain period can get annual leave each year regulated as the follows:

1. Staffs who have served more than one year can get annual leave of seven days since the second year;
2. Staffs who have served more than three years can get annual leave of fourteen days since the fourth year;
3. Staffs who have served more than four years can get an extra day of paid leave each year in addition to the annual leave of fourteen days. The total annual leave shall not exceed twenty-two days;

For staffs leaving University, the annual leave will be calculated by percentage according to the number of working months.

Annual leave that is scheduled for more than five days shall be taken during the summer or winter vacation. If there is much work to be done of the leaving position, the office can call off the leave at any moment.

Faculty holding concurrent administrative executive positions (including academic and administrative division) may apply for leave following the same guidelines as full-time staff. Leave during winter and summer vacations is the general principle, but leave may be granted during the semester based on actual needs without disrupting teaching and the implementation of university affairs. Those who hold two or more administrative executive positions within the University may only choose one position to be granted for leave.

Article 4

Special leave: Newly-Recruited Personnel will be given a special leave of four days before being granted for the annual leave within the first year of service. For staffs who served University less than twelve months, the special leave will be calculated by percentage according to the number of working months. If the working hours of the last day are less than eight hours, it shall be calculated as one working day. Special leave is granted without salary deduction.

Article 5

Those who ask for sick leave mentioned in the second statement of Article 2 shall submit the receipt or proof issued by the hospital or clinic. Those who ask for sick leave for more than

three days shall submit the certificate of diagnosis. Those who ask for leave mentioned from the third to the eighth statement of Article 2 shall submit relevant proofs.

Article 6

The authorities concerned with verifying faculty and staff's leaves:

1. Faculties:

- (1) Asking for leave for less than three days shall be approved by the director of the department or the graduation school.
- (2) Asking for leave from three to seven days shall be approved by the college dean.
- (3) Asking for leave for more than seven days shall be approved by President; if the leave is during the winter or summer vacation, it shall be approved by the college dean.
- (4) Those with concurrent administrative positions who ask for leave for less than three days shall be approved by the administrative office director; those who ask for leave for more than three days shall be approved by President.

2. Staffs (including teaching assistants):

- (1) Staffs asking for leave for less than seven days shall be approved by the office director. But the staffs of academic division asking for leave for more than three days shall be approved by the college dean.
- (2) Staffs asking for leave for more than seven days shall be approved by President.
- (3) 2nd rank directors asking for leave for less than three days shall be approved by the 1st rank director; 2nd rank directors asking for leave for more than three days shall be approved by President.
- (4) 1st rank directors asking for leave shall be approved by President.

Article 7

For those who served the school for less than twelve months, the personal and sick leave will be calculated by percentage according to the number of working months. If the percentage of leave is less than one day, it shall be counted as one day.

Article 8

For those who ask for leave for less than one day, the leave is counted by the unit of hour. Eight hours of leave are counted as a one-day leave.

Article 9

The persons who ask for leave shall have the designated agent and shall apply in advance. They shall leave after being approved by the office directors. If they have sudden incidents that can't be reported in advance, they may inform the directors first and then process the make-up application for leave within three days of coming back to work. Those who miss the deadline for make-up application are considered as truancy, and the concerned office director shall inform the Personnel Office to process related administrative affairs. Those who play truancy of consecutive days or have accumulated truancy of certain days shall be punished by University in accordance with relevant regulations.

Article 10

Those who have to extend their approved leaves shall apply in accordance with relevant procedures. Absences without approved leave or make-up application for the extended leave when the deadline expired are considered truancy. Faculty who are absent without cause and fail to follow the proper leave procedures shall be considered truancy. In cases where such actions violate their employment contracts and the circumstances are severe, after verification and subsequent review by the Teacher Evaluation Committee of three levels, the President has the authority to suspend, dismiss, or not renew their employment. For faculty who are absent without cause, an amount of their salary will be deducted for the number of days of absence from their position or classes.

Article 11

The granted days of leaves of these regulations doesn't include the national holidays; but the days of flexible leave (such as the flexible leave during winter vacation, summer vacation or spring break) offered by University shall be included. For those who extend their leaves due to illnesses, the national holidays will not be deducted from the leaves.

Article 12

Faculties who ask for leave shall arrange the make-up classes after the leave or arrange a substitute teacher before the leave. Both shall be processed in accordance with the regulations of "Yuan Ze University Regulations for Employment, Payment, Service of Faculties".

Article 13

Prior to promulgation and enforcement, Administrative Committee, the same for amendment, has passed these regulations.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.