**元智大學教職員工留職停薪申請表**

**YZU Application Form for Faculty and Staff’s Position Retained Without Pay**

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| 姓 名Applicant |  | 單 位Service Unit |  |
| 資 位Position |  | 到校(納編)日Date of service begin |  |
| 申請事由 Cause of leave | 應檢具證件Certification documents |
| □病假已滿本校「教職員請假休假辦法」延長之期限，仍不能銷假者Applicants who asked for sick leave that has reached the extension limit regulated in “YZU Regulations for Faculty And Staff’s Leave of Absence” and failed to come back to work. | 公立或教學醫院之診斷證明Certificate of diagnosis of public or veterinary medical teaching hospitals |
| □病假已滿本校「工友工作規則」之規定，仍未痊癒者Applicants who asked for sick leave that has reached the limit regulated in “YZU Regulations for Janitors” and failed to come back to work.  | 公立或教學醫院之診斷證明Certificate of diagnosis of public or veterinary medical teaching hospitals |
| □病假已滿本校「非編制人員服務工作規則」之規定，仍未痊癒者Applicants who asked for sick leave that has reached the limit regulated in “YZU Regulations for Non-certificated Staff” and failed to come back to work. | 公立或教學醫院之診斷證明Certificate of diagnosis of public or veterinary medical teaching hospitals |
| □本人或配偶之父母年邁或重大傷病急需侍奉；或配偶、子女重大傷病需照護者Any parents of the applicant and her/his spouse in need of care due to oldness or catastrophic illness; the spouse or any of the children of the applicants in need of care due to catastrophic illness. | 公立或教學醫院之診斷證明Certificate of diagnosis of public or veterinary medical teaching hospitals |
| □懷孕並有長期安胎休養之需求或養育**三**足歲以下子女者Pregnancy with the need for long-period recuperation for the fear of abortion, or those taking care of infants aged under 3. | 相關證明文件Relevant certification documents |
| □其他重大情事必須長期由本人處理者Other significant personal affairs requiring the applicant’s long-term leave. | 請述明詳細理由，並附相關證明文件Please states the causes in detail and submit relevant certification document |
| □以原事由申請延長留職停薪期間Application for the leave extension of position retained without pay based on the original cause. | 相關證明文件Relevant certification documents |
| 留職停薪期間Period | 自　年　月　日 起至　 年　月　日止，共　年　月 日From(yy,mm,dd) to(yy,mm,dd) ; \_\_\_\_years \_\_\_\_months totally |
| 業經系(所)務會議通過Passed by the Department Meeting | 　年　月　日　　　學年度第　　次系(所)務會議通過(教師適用)Date: Passed by \_\_\_\_School Year \_\_\_\_Department Meeting with the minutes(Applied to faculty)  |
| 業經行政會議通過Passed by the Administrative Committee | 　年　月　日　　　學年度第　　次行政會議通過Date: Passed by \_\_\_\_School Year \_\_\_\_ Administrative Committee |
| 單位內目前留職停薪人員（人事室填寫）Personnel currently on leave in the service unit(For Personnel Office only) | 姓名Name／職稱Position： | 人數合計/比例Total number of personnel/Ratio |
| 教師Faculty | 職技員工Staff |
| 　　人number of person /　% | 　　人number of person /　% |
| 申請人Applicant | 單位主管Office Director | 院長College Dean | 人事室Personnel Office | 秘書室Secretariat Office | 校長President |
|  |  |  |  |  |  |
| 日期Date： |  |  |  |  |  |
| 備註Notes：1. 除依本校教職員工留職停薪辦法第二條第四款需加送行政會議審議外，其餘一至三款：

1.職技員工經單位主管同意、人事室初審，陳請校長核准後生效。2.教師應先徵得系(所)務會議通過，經院長同意，人事室初審，陳請校長核准後生效。Except for the condition mentioned in Paragraph 4 of Article 2 of “YZU Regulations for Faculty And Staff’s Position Retained Without Pay” which shall be examined by Administrative Committee, the conditions mentioned from Paragraph 1 to 3 shall be handled in accordance with the following procedures:1. Staff shall get the office director’s approval before submitting the application to Personnel Office for examination; the application will be effective upon getting the President’s approval.
2. Faculty shall get the department meeting’s permission first and then get the College Dean’s approval before submitting the application to Personnel Office for examination; the application will be effective upon getting the President’s approval.
3. 育嬰留職停薪得依政府「性別工作平等法」及「育嬰留職停薪實施辦法」提出申請。

Faculty and staff shall file the application for parental leave without pay in accordance with “Act of Gender Equality in Employment” and “Regulations for Implementing Unpaid Parental Leave for Raising Children”.1. **留職停薪期滿或留職停薪原因消滅後，應於期滿前二十日填寫「教職員工復職申請表」，向人事室提出復職申請。**教師欲提前復職者，以配合學期辦理為原則，並應於學期開始前二個月向人事室申請，經所屬單位主管同意後呈校長核定後辦理。

Please submit “YZU Application Form for Faculty and Staff’s Reinstatement” to Personnel Office at least 20 days before the expiry of the period or after the reasons of position retained without pay are gone. Those who apply for resuming their jobs before the end of the leaves shall be scheduled on the basis of a semester and shall apply to Personnel Office two months before the beginning of the semester and shall get the approval from the department chairman first before to be processed under the president’s verification.1. **留職停薪期滿，未按規定向本校報到申請復職者，視同自動辭職，不得再提出復職之申請。**

Faculty and staff not applying for reinstatement pursuant to relevant rules upon the expiry of the leave are deemed as resignation and shall not apply for reinstatement again. |

**The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.**