**元智大學教職員工復職申請表**

**YZU Application Form for Faculty and Staff’s Reinstatement**

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| --- | --- | --- | --- | --- | --- |
| 姓名Name |  | 單位Service Unit |  | 資位Position |  |
| 留職停薪事由 | □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. |
| □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. |
| □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. |
| □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. |
| □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. |
| □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. |
| □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. |
| 准予留職停薪期間Period of position retained without pay | 自 　年 　月 　日 起至 　年 　月 　日止From(yy,mm,dd) to(yy,mm,dd)  |
| 擬復職日期Expected date of reinstatement | □留職停薪期間屆滿之次日（　　年　　月　　日）The next day after the expiry of the leave (yy,mm,dd)□提前自　　年　　月　　日起復職，原因：Return to position early before the expiry of the leave on (yy,mm,dd) Reason: |
| 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. 本表請檢附原核定之留職停薪申請表併送。

The application form shall be submitted along with the approved “YZU Application Form for Faculty and Staff’s Position Retained Without Pay”.1. 留職停薪期間之教職員工，如有下列情形之一者視同自動辭職，不得再提出復職之申請：
2. 於留職停薪期間再任職於其他機構者，除因本校「教職員工留職停薪辦法」第六條之情形者不在此限。
3. 進行與申請事由不相關之進修或升學。
4. 留職停薪期滿，未按規定向本校報到申請復職者。

Faculty and staff under the following conditions are deemed as resignation and shall not apply for reinstatement again:1. The applicant works in another institution during this duration, except for the conditions mentioned in Article 6 of “YZU Regulations for Faculty And Staff’s Position Retained Without Pay”.
2. The applicant takes advanced studies that are not relevant to the approved application.
3. The applicant doesn’t apply for reinstatement pursuant to relevant rules upon the expiry of the leave.
4. 留職停薪期滿或留職停薪原因消滅後，留職停薪人員應於期滿前二十日向人事室提出復職申請。

The applicant shall submit the reinstatement application to Personnel Office at least twenty days before the expiry of the leave or after the reasons of position retained without pay are gone.1. 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。

Faculty applying for returning to their positions before the expiry of the leave shall be scheduled on the basis of a semester and shall apply to Personnel Office two months before the beginning of the semester; they shall get the approval from the office director first before to be processed under the President’s verification. |

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