

YZU Regulations for Faculty And Staff's Position Retained without Pay for Illness or Personal Affairs

Passed by the 20th Administrative Committee of the 1989 School Year, May 7, 1990
Amended by the 5th Administrative Committee of the 1996 School Year, December 16, 1996
Amended by the 6th Administrative Committee of the 2000 School Year, January 15, 2001
Amended by the 15th Administrative Committee of the 2002 School Year, April 28, 2003
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Article 1 “YZU Regulations for Faculty and Staff’s Position Retained Without Pay for Illness or Personal Affairs” (hereafter, ‘the regulations’) are established to enhance academic and practical interactions and to look after teaching quality and administrative efficiency.

Article 2 Faculties and staffs who have served at University for two years and are under one of the following conditions may apply for position retained without pay:

1. Those who asked for sick leave that has reached the extension limit (regulated in the second statement of Article 2 of “YZU Regulations for Faculty And Staff’s Leave of Absence”) and failed to come back to work;
2. 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;
3. Pregnancy or raising the child under three years old;
4. Other significant personal affairs requiring the applicant’s long-term leave;

Paragraph 1 of this article does not apply to the requirement that faculties and staffs shall have served at University for two years.

Article 3 The period of position retained without pay is limited to one year and shall be extended for one more year if necessary (except for Paragraph 3 of Article 2). The one-year rule does not apply to those who leave due to catastrophic illness, but the aggregate period of leave shall not exceed three years.

For those who apply for position retained without pay under the condition mentioned in Paragraph 3 of Article 2, the period is limited to two years and shall be extended for one more year until the baby is three years old if necessary.

Article 4 Those who apply for position retained without pay under the condition mentioned in Paragraph 1 and 2 of Article 2 shall submit a certificate of diagnosis of public or medical teaching hospitals.

Article 5 For those who apply for parental leave without pay due to pregnancy or raising the child

under three years old, the application shall be limited to only one of the parents (the person or his/her spouse). Faculties' application for the period of parental leave shall be based on semesters and the application time shall be two months in advance; staffs' application for the period of parental leave shall be based on months and the application time shall be one month in advance.

Article 6 Those who apply for position retained without pay due to significant personal affairs requiring the applicant's long-term leave shall state the causes in detail, submit relevant certification document, and apply one month before the leave.

Article 7 For those who involved in any civil or criminal cases with crucial issues (criminal cases which are not serious enough to reach the standard of dismissal), University may order the persons concerned to apply for position retained without pay. They may apply for reinstatement after the lawsuit cases are closed.

Article 8 The application of position retained without pay shall be processed with the following procedures: Applicants shall fill out the application forms and submit relevant documents after getting the approvals (faculties shall get the department meeting's permission first and then get the College Dean's approval; staffs shall get the office director's approval). Then application shall be submitted to Personnel Office for examination and will be effective after getting President's approval (except for the condition mentioned in Paragraph 4 of Article 2 which shall be examined by Administrative Committee).

Article 9 In principle, faculty members applying for position retained without pay shall not exceed ten percent of the total number of full-time professors in the college of the same period; staff members shall not exceed fifteen percent of the total number of full-time organizational staffs. For every additional ten staffs, one more staff is allowed for the administrative offices with ten full-time staffs or below. But the total number of staffs allowed shall not exceed fifteen percent of the total number of organizational staffs. Applicants shall process the affairs for hand over as well as the matters of the exit procedure after being allowed for position retained without pay.

Article 10 Faculties' courses shall be substituted by other faculties or new appointed part-time faculties during the period of for position retained without pay. The department (graduate school) shall not increase the amount of full-time faculties because of this reason. Staffs' duties shall be substituted by existing staffs or temporarily appointed contract-based staffs during the period of for position retained without pay. The office shall not increase the amount of full-time staffs because of this reason.

Article 11 Civil Servant and Teacher Insurance, Labor Insurance, National Health Insurance, and

the performance evaluation shall be processed in accordance with relevant regulations during the period of position retained without pay. Those who continue subscribing those insurances shall keep paying personal contribution of those insurances per month and University shall keep paying the school's contribution as well.

Article 12 The reinstated personnel shall not require University to pay the subsidies (including the cash gift, the consolation, and the subsidies for financial plan after retirement. However, the year-end bonus of the school year that includes the period of position retained without pay shall be granted for a bonus of the proportion of actual in-service months.

Article 13 The period during the position retained without pay shall not be calculated into the applicant's seniority; however, the period before the position retained without pay shall be calculated.

Article 14 Faculties and staffs under the following conditions are deemed as resignation and shall not apply for reinstatement again:

1. simultaneous employment in other institutions during the period (except for the conditions mentioned in Article 7);
2. taking advanced studies that are not relevant to the approved application;
3. not applying for reinstatement pursuant to relevant rules upon the expiry of the leave;

Article 15 Please submit the reinstatement application 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 parental 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.

Article 16 The reinstated personnel shall be given with the original job title and salary, shall work for the original department/office, but the school may make adjustments based on the actual needs whenever necessary.

Article 17 These regulations are adopted by Administrative Committee, reported to President for ratification and implementation, as shall amendments when they are made.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.