

YZU Regulations for Faculty And Staff's Leave of Absence

Passed by the 1st College Council Meeting of the 2nd Semester of the 1989 School Year, March 28, 1990
Amended by the 2nd School Council Meeting of the 1st Semester of the 1995 School Year, January 19, 1996
Amended by the 2nd School Council Meeting of the 2001 School Year, June 18, 2002
Amended by the 22nd Administrative Committee of the 2007 School Year, July 21, 2008

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 is allowed for sick leave each academic year. For female faculties or staffs who can't perform their duties during their periods, one day of menstrual leave is allowed each month. Menstrual leave is regarded as sick leave. The exceeding portion will be offset by personal leave. President may approve extension sick leave for faculty who has serious illness and cannot be cured in a short term. The extension period begins from the first day of the extension sick leave, and the total extension sick leaves must not exceed one year during a two-year period.
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 childbearing, 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 childbearing. A maximum of forty-two days of maternity leave can be granted for the period after childbearing. 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: 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.

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.

Article 4 Special leave: New employed staffs 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 faculties' and staffs' 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 teacher's assistants):

- (1) Staffs asking for leave for less than seven days shall be approved by the office director. But the staffs of academic departments 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 deputy arranged 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.

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 "YZU Regulations for Employment, Payment, Service of Faculties".

Article 13 Prior to promulgation and enforcement, Administrative Committee, the same for amendment, has passed these regulations.

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