

Taipei Medical University Faculty/Staff Leave-taking Regulations

Amended according to bei-yi-xiao-mi-zhi no. 1070003913 of October 22, 2018, 17 Articles in total

Article I The Regulations on leave-taking by faculty and staff of Taipei Medical University (hereinafter referred to as these Regulations) are drafted to process leave applications from the faculty and staff of the University, and shall apply to all leave applications unless otherwise regulated.

Article II The faculty and staff referred to in these Regulations includes full-time teachers, researchers and staff regardless of whether they are part of the University's staff quota, but does not include personnel employed under the University's Regulations on recruitment and management of postdoctoral researchers and assistant personnel.

Article III Personal days, standard sick leave and menstrual leave is calculated based on total number of days in the year, starting from the date of employment. The various leaves, lengths thereof and regulations are as follows:

I. Individuals who have to take leave due to personally having to take care of an incident, shall apply for personal days (including family care leave), where fourteen days per year are allocated.

II. Individuals requiring treatment or rest due to general injury, illness and physiological reasons shall apply for general sick leave under the following circumstances:

A. No more than thirty days per annum for non-hospital stays. Where the individual is diagnosed by a physician with cancer (including carcinoma *in situ*) and opted by treatment as an outpatient, or individuals requiring rest during pregnancy, the time of treatment or rest shall be calculated as sick leave with hospitalization.

B. Individuals who are hospitalized for no longer than one year during a two-year period.

C. The total of non-hospitalized leave and hospitalized leave shall not exceed one year during a two-year period.

D. Individuals with major injuries or illnesses or treatment thereof that cannot be concluded within the short term, shall apply for extended sick leave upon approval as a special case, where the duration shall not exceed six months. Faculty and staff applying for extended sick leave shall be notified by the University as to the regional level hospital (inclusive, or higher) an physical examination shall be carried out, and shall also provide certificate of diagnosis during the treatment/rest period.

E. The number of extended sick leave days for faculty and staff shall be combined and calculated with the number of extended sick leave days from the previous year. Where the individual has not recovered after a full year of extended sick leave and general sick leave, and has used special leave or personal days to offset the days of leave and still has not recovered, shall go on leave without pay for no longer than one year. Individuals who still have not recovered after one of year of leave without pay shall be dismissed on the grounds of unable to meet the job description. In the case where the dismissed individual meets the retirement criteria,

the dismissal shall be processed as retirement.

III. Female faculty or staff is allocated one day of menstrual leave per month for day where menstrual pain causes difficulties at work. Days of menstrual leave per annum not exceeding three days shall not count as sick leave. Additional menstrual leave shall be counted as sick leave.

IV. Fourteen days of marriage leave are allocated for individuals getting married.

V. Eight days of prenatal leave (including prenatal checkup leave) are allocated to pregnant individuals, which shall be used separately, and cannot be used after childbirth.

VI. Forty-two days of maternity leave are allocated to female faculty and staff before and after childbirth; Forty-two days of miscarriage leave are allocated for individuals who were pregnant for over twenty weeks and suffered from a miscarriage; Twenty-one days of miscarriage leave are allocated for individuals who were pregnant for less than twenty weeks and more than twelve weeks and suffered a miscarriage; Fourteen days of miscarriage leave are allocated for individuals who were pregnant less than twelve weeks and suffered from a miscarriage. Maternity leave and miscarriage leave shall be used in one leave-taking, and shall not deduct the days of summer/winter vacation. Where necessary, Individuals who used up all days of prenatal leave prior to childbirth may apply for partial maternity leave, which is limited to twenty-one days, and can be used separately.

VII. Five days of paternity leave (can be used separately) are allocated for when the individual's spouse is giving birth, and shall be all used within fifteen days after childbirth. Where the paternity leave is applied for prior to childbirth, all paternity leaves are to be used within fifteen days of the first day of paternity leave. Pregnancy of more than twenty weeks, induced labor due to miscarriage or fetal health complications are all facts of childbirth, and paternity leave shall be given.

VIII. Fourteen days of funeral leave are allocated for death of spouse or child, as well as death of parents, adopted parents or step-parents of the faculty and staff or of the spouse. Seven days of funeral leave are allocated for death of the grandparents, great grandparents, or siblings of the faculty and staff or of the spouse.

IX. Special leave shall be given due to *force majeure* or other special circumstances, and the length of leave shall depend on the actual circumstance.

X. Period of treatment or rest for injuries, illnesses or disability caused by occupational hazard shall be given work-related sick leave.

XI. One day of election leave shall be allocated for voting on election or recall of civil servants.

XII. One day of ceremonial leave shall be allocated to individuals of aboriginal descent, based on the date of ceremony announced by the respective tribes.

Article IV Faculty and staff shall be allowed official business leave when participating in one of the following event, where the length of the leave shall be based on need:

I. Participation in government-held test, training, gathering in relation to their position.

II. Approved domestic or overseas study or field trip that is no longer than one year.

III. Participating in conscription services in accordance with laws and regulations.

IV. Event held by the University.

V. Attendance of international conference upon the invitation from local or overseas agencies, groups or universities, any meetings or events related to their position, or giving of testimonies or replies based on legal obligations.

Article V Leave taken by faculty or staff shall first require the individual to apply through the online leave-taking management system. Leave shall only be taken based the completion of the administrative processes with review and approval from the supervisors. See the attachment for right of approval for leave taking. Proof from physician shall be required for sick leave longer than two days. Sick leave longer than seven days shall require diagnosis report signed by the attending physician (or higher) at the regional (inclusive) or high level hospitals, or at the University's affiliate hospitals.

Special leave, leave for public affairs or leave including weekends are longer than fourteen consecutive days shall require consultation with the supervisor one month prior to the commencement of such leaves, in order to facilitate the supervisor's arrangement for substitute staff or teacher.

Depending on the circumstance, the supervisor and supervisory unit shall request the applicant to provide relevant document of proof for taking leave.

Article VI Faculty applying for leave shall comply with the previous Article as well as note the following:

I. The classes that take place during the leave shall be rescheduled and made up, or substitute teacher shall be arranged.

II. Part-time teachers taking leaves shall be in accordance with the University's Regulations for recruitment and management of part-time teachers; the type of leave and length there of shall be in accordance with the MoE's Regulations on recruitment of part-time teachers and junior college or higher institutions.

Article VII Where the destination of official business leave is fifty kilometers or more away, travel leave shall be allocated in accordance with the distance traveled and the traffic conditions.

Article VIII Where general sick leave days do not exceed thirty days within a year, remuneration shall be provided after weekends and holidays has been deducted.

The granting of other leave as described in these Regulations, except for official business leave, shall be paid leave after weekends and holidays have been deducted.

Article IX Leaves that are only for parts of a day shall be calculated in hours, and added together for calculation, where one day is equivalent to eight hours.

Article X Individuals on leave who do not return after the last day of applied leave shall apply for continued leave in accordance with Article V. Individuals who take leave without applying for one, or have not returned nor applied for continued leave, shall be

considered absent without reason, and remuneration will be deducted on a daily basis. Penalty for absenteeism without reason shall be processed in accordance with the University's Regulations on rewards and punishment for full-time staff.

Article XI Unless otherwise specified by Article VI, positions that are open due to faculty or staff going on leave or on leave without pay shall be filled by a colleague upon approval from the direct supervisor, or a substitute shall be appointed by the University to pre-existing personnel, and additional pay shall not be provided. Where the substitute is involved in supervisory work, payment for supervisory work shall be provided through a special sign-off. Where a substitute cannot be assigned from pre-existing personnel, for personnel on maternity leave, sick leave, or official business leave of more than thirty days, a qualified, external substitute may be selected upon approval. The remuneration of the substitute shall be in accordance with the University's Regulations on remuneration standards.

Article XII Substitute requiring leave for special reasons during the Faculty/staff's period of leave or leave without pay shall set up a secondary substitute, or inform the faculty/staff to assign a new substitute. The responsibilities of the secondary substitute shall be the same as the original substitute.

Article XIII Faculty and staff may request a third party to apply for leave on their behalf if they are unable to apply for leave in person due to sudden illness or emergency reasons. An explanation shall be given verbally or in writing to the direct supervisor on the day, and the leave-taking procedure shall be completed within two days.

Article XIV Full-time teachers, researchers and internal employees who work for a specific length of time shall be given special leave. Individual who has served at the University for a specific length of time shall be given special leave in accordance with the following conditions:

I. Seven days per year for individuals who have worked at least one but less than three years.

II. Ten days per year for individuals who have worked at least three but less than five years.

III. Fifteen days per year for individuals who have worked at least five but less than ten years.

IV. Twenty days per year for individuals who have worked at least ten but less than fifteen years.

V. Twenty-eight days per year for individuals who have worked at least fifteen but less than twenty-five years.

VI. Thirty days per year for individuals who have worked more than twenty-five years.

Days of leave not used before the end of the year shall be carried over into the next year. The days of special leave carried over from the previous year shall be used up first when applying for special leave.

Article VX Special leave of external staff shall be in accordance with the Labor Standards

Act ad Article XXIV and XXV of the University's contract employee work rules.

Article XVI Affiliated hospitals shall draft separate leave-taking regulations in accordance with actual needs.

Article VXII These Regulations, and any amendment thereto, shall be promulgated and come into effect upon receiving approval at the university administration meeting.

附表：臺北醫學大學教職員請假核決權限表

Attached Table: TMU Faculty Leave Request Authorization Table

一、一般教師與職員 (Regular Faculty/Staff)

假別 Type of leave	日數別 No. of days	職務代理人 Substitute staff	學科主管 Subject supervisor	二級主管 Level 2 supervisor	一級主管 Level 1 supervisor	副校長 Vice president	校長 president
特別休假 補休 Special leave Make-up leave	5日內 (含5日) 5 days (inclusive)	會簽 countersign	(初核) (initial review)	核准 approval			
	超過5日 More than 5 days	會簽 countersign	(初核) (initial review)	初(覆)核 initial (second) review	核准 approval		
事假 家庭照顧假 Personal days Family care leave		會簽 countersign	(初核) (initial review)	初(覆)核 initial (second) review	覆核	核准 approval	
傷病假、生理假 Sick leave, Menstrual leave		會簽 countersign	(初核) (initial review)	初(覆)核 initial (second) review	覆核	核准 approval	
產假、產前假 陪產假、流產假 Maternity leave, prenatal leave, paternity leave, miscarriage leave		會簽 countersign	(初核) (initial review)	初(覆)核 initial (second) review	核准 approval		
婚假 Marriage leave		會簽 countersign	(初核) (initial review)	初(覆)核 initial (second)	核准 approval		

				review			
喪假 Funeral leave		會簽 countersig n	(初核) (initial review)	初(覆)核 initial (second) review	核准 approval		
祭儀假 Ceremonia l leave		會簽 countersig n	(初核) (initial review)	初(覆)核 initial (second) review	核准 approval		
選舉假 Election leave		會簽 countersig n	(初核) (initial review)	初(覆)核 initial (second) review	核准 approval		
公假 Official business leave		會簽 countersig n	(初核) (initial review)	初(覆)准 initial (second) review	核准 approval		
出差假 Business trip leave		會簽 countersig n	(初核) (initial review)	初(覆)核 initial (second) review	覆核 second review	核准 approval	

二、三級(學科)主管 Level 2, 3 (subject) supervisor

假別 Type of leave	日數別 No. of days	職務 代理人 Substitute staff	二級主管 Level 2 supervisor	一級主管 Level 1 supervisor	副校長 Vice president	校長 president
特別休假 補休 Special leave	5日內 (含5日) 5 days (inclusive)	會簽 countersign	核准 approval			
Make-up leave	超過5日 More than 5 days	會簽 countersign	初核 Initial review	核准 approval		
事假 家庭照顧假 Peronal days Family care leave		會簽 countersign	初核 Initial review	覆核 Second review	核准 approval	
傷病假、生		會簽	初核	覆核	核准	

理假 Sick leave, Menstrual leave		countersign	Initial review	Second review	approval	
產假、產前 假 陪產假、流 產假 Maternity leave, prenatal leave, paternity leave, miscarriage leave		會簽 countersign	初(覆)核 Initial (second) review	核准 approval		
婚假 Marriage leave		會簽 countersign	初(覆)核 Initial (second) review	核准 approval		
喪假 Funeral leave		會簽 countersign	初(覆)核 Initial (second) review	核准 approval		
祭儀假 Ceremonial leave		會簽 countersign	初(覆)核 Initial (second) review	核准 approval		
選舉假 Election leave		會簽 countersign	初(覆)核 Initial (second) review	核准 approval		
公假 Official business leave		會簽 countersign	初(覆)核 Initial (second) review			
出差假 Business trip leave		會簽 countersign	初核 Initial review	覆核 Second review	核准 approval	

註：三級主管指學系轄屬學科主管。

Note: Level 3 supervisors refer to head of department under various schools.

三、二級主管 Level 2 Supervisor

假別 Type of leave	日數別 No. of days	職務 代理人 Substitute staff	一級主管 Level 1 supervisor	副校長 Vice president	校長 president
特別休假 補休 Special leave Make-up leave	5日內 (含5日) 5 days (inclusive)	會簽 Countersign	核准 approval		
	超過5日 More than 5 days	會簽 Countersign	初核 Initial review	核准 approval	
事假 家庭照顧假 Peronal days Family care leave		會簽 Countersign	初核 Initial review	核准 approval	
傷病假、生理 假 Sick leave, Menstrual leave		會簽 Countersign	初核 Initial review	核准 approval	
產假、產前假 陪產假、流產 假 Maternity leave, prenatal leave, paternity leave, miscarriage leave		會簽 Countersign	核准 approval		
婚假 Marriage leave		會簽 Countersign	核准 approval		
喪假 Funeral leave		會簽 Countersign	核准 approval		
祭儀假 Ceremonial leave		會簽 Countersign	核准 approval		
選舉假 Election leave		會簽 Countersign	核准 approval		
公假 Official business leave		會簽 Countersign	核准 approval		
出差假 Business trip leave		會簽 Countersign	初核 Initial review	核准 approval	

註：二級主管指學系、所、學程、組、室、二級中心等二級學術(行政)單位主管。

Note: Level 2 supervisors refer to Level 2 academic (administrative) supervisors of school, institute, program, section, office, or Level 2 center.

四、一級主管 Level 1 Supervisor

假別 Type of leave	日數別 No. of days	職務 代理人 Substitute staff	副校長 Vice president	校長 president
特別休假 補休 Special leave Make-up leave	5日內 (含5日) 5 days (inclusive)	會簽 countersign	核准 approval	
	超過5日 More than 5 days	會簽 countersign	初核 Initial review	核准 approval
事假 家庭照顧假 Peronal days Family care leave		會簽 countersign	初核 Initial review	核准 approval
傷病假、生理假 Sick leave, Menstrual leave		會簽 countersign	初核 Initial review	核准 approval
產假、產前假 陪產假、流產假 Maternity leave, prenatal leave, paternity leave, miscarriage leave		會簽 countersign	核准 approval	
婚假 Marriage leave		會簽 countersign	核准 approval	
喪假 Funeral leave		會簽 countersign	核准 approval	
祭儀假 Ceremonial leave		會簽 countersign	核准 approval	
選舉假 Election leave		會簽 countersign	核准 approval	
公假 Official business leave		會簽 countersign	核准 approval	
出差假 Business trip leave		會簽 countersign	初核 Initial review	核准 approval

註：一級主管指各院、處、館、一級中心等一級學術(行政)單位主管。

Note: Level 1 supervisors refer to Level 1 academic (administrative) supervisors of college, division or Level 1 centers.

五、校長與副校長

President and vice president

職別 Position	職務代理人	校長 President	董事會 BoD
校長 President	會簽 countersign		核備 Approval for reference
副校長 Vice president	會簽 countersign	核准 Approval	