

TMU Regulations on Unpaid Leave for Full-time Faculty

Formulated and approved by the Administrative Meeting on January 18, 2012

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Amended by document No. 1120008591 TMU Xiao Ren Tze on June 1, 2023 for 16 articles

Article I (Purpose)

To facilitate academic and practicum exchanges, address the individual and family needs of TMU faculty, and ensure educational quality and administrative performances, TMU hereby establishes the TMU Regulations on Unpaid Leave for Full-time Faculty (hereinafter referred to as the “Regulations”).

The unpaid leave of full-time TMU faculty shall be governed by the Regulations herein, unless otherwise specified in other TMU regulations.

Article II (Definition of unpaid leave)

Unpaid leave as referred to in the Regulations is hereby defined as unpaid leave granted by the president for circumstances listed in Article IV, where a faculty member’s original position is retained. Faculty on unpaid leave will be returned to their original position and receive pay once again when the approved leave duration is completed.

Article III (Subjects)

The Regulations are applicable to full-time faculty at TMU, but exclude any employees hired under the TMU Guidelines on Hiring & Managing Post-doc Researchers and Assistants.

Article IV (Eligibility)

Faculty members are eligible to apply for unpaid leave given any one of the following circumstances:

1. Secondments in accordance with the Regulations on the Secondment of Full-time Faculty Members for Taipei Medical University.
2. Unpaid parental leave in compliance with the Regulations on Unpaid Parental Leaves for Full-time TMU Faculty.
3. Unpaid medical leave in compliance with the Taipei Medical University Faculty/Staff Leave-taking Regulations or *Labor Occupational Accident Insurance and Protection Act*.

4. Major injuries/illnesses in the faculty member's parents, spouse's parents, or children that require caregiving.
5. Unpaid leave for further education in compliance with the TMU Faculty and Staff Further Education Regulations.
6. Other major circumstances requiring the faculty member's long-term attention.

Article V (Unpaid leave duration)

In principle, the duration of unpaid leave shall be applied by semester, *i.e.*, the minimum duration is one semester.

Those applying for unpaid leave in compliance with Article IV herein may be granted a cumulative maximum of two years in unpaid leave.

Article VI (Applications)

With the exception of emergency situations, applicants shall file an application for unpaid leaves at least two months before the intended start date for unpaid leave. The application shall detail the cause of the unpaid leave and include documentary proof. The application shall first be approved by various levels of management (hereinafter referred to as "unit management") in the applicant's unit and then submitted to the Office of Human Resources for review. Once reviewed, the application will then be submitted to the president for approval.

Applications from teachers and researchers shall also include meeting minutes from meetings with their respective departments, institutes, and degree programs or meetings with the General Education Center or their respective research centers.

Those applying for unpaid medical leave in compliance with Subparagraphs 3 or 4 of Article IV shall also submit a diagnosis from public or teaching hospitals.

Any applications to extend unpaid leave shall also be governed by the three paragraphs hereinabove.

Article VII (Maximum limit)

In principle, the maximum number of teachers on unpaid leave in a single tier-one unit shall not exceed one-tenth of the full-time teachers. Any decimals will

be rounded up to one. In principle, the maximum number of researchers on unpaid leave shall not exceed one-tenth of TMU's full-time researchers. Any decimals will be rounded up to one.

In principle, the maximum number of faculty members on unpaid leave in a single tier-one unit shall not exceed one-tenth of the full-time faculty members. Any decimals will be rounded up to one. When the maximum limit is met, those who apply for unpaid leave under Article IV Paragraph II & III and are deemed eligible for unpaid leave according to government regulations are not subject to restrictions set forth in the three paragraphs above.

Article VIII (Substitution)

Vacant positions and tasks left by teachers on unpaid leave shall be filled by existing teachers. The unit may also employ part-time teachers to take over, but may not, as a result, increase the headcount of full-time teachers.

Vacant positions and tasks left by researchers on unpaid leave shall be filled by existing employees. The unit may not, as a result, increase the headcount of full-time researchers.

Vacant positions and tasks left by staff on unpaid leave shall be filled by existing staff members. The unit may also apply to the president to hire short-term staff to take over, but may not, as a result, increase the headcount of full-time staff.

Article IX (Exemption from managerial duties)

If an employee holding a managerial position is approved for unpaid leave, TMU may, based on its operational needs, exempt them from their managerial duties.

Article X (Rights & obligations)

Rights and obligations during unpaid leave are as follows:

1. Public and personal contributions for compensation, pension, or severance will be ceased.
2. Public, labor, and national health insurance shall be governed by related laws and regulations. Those that continue to participate in public, labor, or

national health insurance during unpaid leave shall cover their own insurance premium on a monthly basis.

3. The duration of unpaid leave will not be counted toward performance evaluations, salary adjustments, promotions, retirement, or accrued personal days.

Those on unpaid leave are still part of the TMU faculty. Any violations of government or TMU regulations while on unpaid leave are still subject to such regulations.

Article XI (Ban on assuming other full-time positions)

Those on unpaid leave due to secondments may only engage in full-time jobs approved by TMU and relevant to the reasons listed for unpaid leave throughout the entire duration of unpaid leave. Those on unpaid leave for other reasons shall not assume other full-time positions. TMU shall, in compliance with related laws and regulations, terminate employment with those in violation of the regulations hereinabove.

Article XII (Return)

Those on unpaid leave shall submit an application to return at least one month before the end date of their unpaid leave.

Teachers and researchers that fail to apply to return before the end date of their unpaid leave, unless for reasons beyond their control, shall be considered to have resigned from their positions at TMU.

Those that fail to return after the end date of their unpaid leave will be counted as unauthorized absences. In case of unauthorized absence, penalties shall be issued to teachers in accordance with the *Teachers' Act* and TMU Regulations on Teacher Appointments; to researchers in accordance with the Regulations Governing Appointment of University Research Personnel and TMU Researcher Appointment and Promotion Regulations; and to staff members in accordance with the TMU Regulations on Commendations & Disciplinary Measures to Full-time Staff.

Those that intend to return before the original end date shall file an application at least two months before that date. In principle, teachers shall comply with

TMU's arrangements. Those approved by unit management to return before the original end date shall submit their applications to the president for approval.

Article XIII (Position & unit on return)

TMU may adjust the position and unit for those returning from unpaid leave but will ensure that the changes are made in accordance with related laws and regulations.

Article XVI (Special circumstances)

If any special circumstances arise from unpaid leave for full-time TMU faculty, a special application, which will not be subject to the Regulations herein, shall be submitted to the president for approval.

Article XV (All other matters)

Matters not specified herein shall be handled in compliance with TMU or government regulations.

Article XVI (Authorization)

The Regulations and their amendments shall become effective upon promulgation after being approved at the Administrative Meeting.