

# TMU Regulations on Unpaid Parental Leave for Full-time Faculty

Formulated and approved by the Administrative Meeting on July 9, 2002

Amended and approved by the University Assembly on August 12, 2002

Amended and approved by the University Assembly on October 3, 2007

Amended and approved by the University Assembly on May 22, 2013

Amended and approved by the Administrative Meeting on September 3, 2015

Amended and approved by the Administrative Meeting on May 10, 2023

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

## Article I (Purpose)

To enforce regulations in the Act of Gender Equality in Employment, address the childcare needs of TMU faculty, and ensure educational quality and administrative performances, TMU hereby establishes the Regulations on Unpaid Parental Leaves for Full-time TMU Faculty (hereinafter referred to as the “Regulations”).

## Article II (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 III (Definition of unpaid parental leave)

Unpaid parental leave as referred to in the Regulations is hereby defined as unpaid leave granted by the president for parenting needs, whereby those on parental leave shall return to their original job positions. Faculty members of parental leave will be returned to their original positions and receive pay once again when the approved parental leave duration is completed.

## Article IV (Eligibility)

TMU faculty are eligible to apply for unpaid parental leave upon being employed at TMU for six months or longer and before their child reaches the age of three. The unpaid parental leave is only applicable when the faculty’s child is below the age of three and shall be limited to a maximum of two years. For TMU faculty raising two or more children, unpaid parental leave shall be calculated together, for all children, with a maximum duration of two years for the youngest child.

In compliance with regulations set forth in the Family Act and Protection of

Children and Youths Welfare and Rights Act, TMU faculty co-living with adopted children are also eligible to apply for unpaid parental leave according to the guidelines hereinabove and during the co-living period.

Article V (Unpaid parental leave duration)

Unpaid parental leave shall last for a minimum of six months. Those requesting unpaid parental leave for less than six months shall file an application no less than thirty days before and file a maximum of two applications. Teachers applying for unpaid parental leave shall indicate their start date based on actual demands. Those applying to start their unpaid parental leave before or after the end of the semester (i.e., not on the date where the semester ends) shall conduct further discussions with TMU for confirmation.

Vacant positions and tasks left by faculty on unpaid parental leave shall be arranged by the faculty's departments in compliance with Article IX in TMU Regulations on Unpaid Leave for Full-time Faculty

Article VI (Applications)

All applicants shall file an application at least ten days before the intended start date for unpaid parental leave. The application shall first be approved by various levels of 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. Any applications to extend unpaid parental leave shall comply with the process above.

The application must include the following information:

1. Name and job duties.
2. Start and end date of the unpaid parental leave.
3. Child's date of birth.
4. Place of residence and phone number for the duration of unpaid parental leave.
5. Whether the applicant wishes to continue to participate in social insurance.

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.

Article VII (Insurance, education, and training)

Faculty may continue to participate in existing social insurance plans during their unpaid parental leave. Payments for insurance premium originally made by the faculty member may be deferred for three years.

The faculty member's manager shall remain in contact with the faculty member during their unpaid parental leave to inform them of any education and training related to their job duties.

Article VIII (Return)

The return of faculty members from unpaid parental leave shall be handled in accordance with the TMU Regulations on Unpaid Leave for Full-time Faculty. In principle, faculty members returning from unpaid parental leave shall return to their original positions.

Article IX (All other matters)

Matters not specified herein shall be handled in compliance with the Act of Gender Equality in Employment, Regulations for Implementing Unpaid Parental Leave for Raising Children, TMU Regulations on Unpaid Leave for Full-time Faculty, and other TMU or government regulations.

Article X (Authorization)

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