

# Taipei Medical University Faculty & Staff Leave-Taking Regulation

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## Article I (Purpose)

To provide guidance for our faculty and staff to follow, Taipei Medical University Faculty & Staff Leave-Taking Regulation (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 (Eligibility)

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 (Types of Leave)

Personal days, standard sick leave and menstrual leave is calculated based on total number of days in the year, stating 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.
- III. If an applicant has a serious health condition with which he or she cannot recover in a short period of time, after asking for a regular sick and injury leave, as per Article 3, Paragraph 2 of this Guideline, a proposal for an extended leave of a special case can be submitted, and the duration of the leave shall not exceed six months. The University may ask the applicant to get reexamined at a medical facility which is larger than a regional hospital and obtain a report of diagnosis during recuperation.
- IV. If an applicant has taken a regular sick and injury leave or a personal leave as per Subparagraph 2 or Subparagraph 3, followed by taking a special leave or a personal leave, and yet still needs more time to recuperate from his or her health condition, the applicant shall apply for a leave of absence without pay. The duration of such leave shall not exceed a year. If the applicant is yet unable to resume work after the expiration of the leave of absence without pay, the University may terminate the employment of the applicant for incompetence. If the same applicant is eligible for retirement, he or she shall submit an application for retirement accordingly.
- V. 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 cannot exceed three days and shall not count as sick leave. Additional menstrual leave shall be counted as sick leave.
- VI. Fourteen days of marriage leave are allocated for individuals getting married.
- VII. 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.

- VIII. 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.
- IX. When an employee accompanies their spouse for pregnancy checkups or such spouse is in labor, the employee may apply for pregnancy checkup accompaniment and paternity leave. The duration of such leave shall be 7 days in total, and the leave may be applied separately. Pregnancy checkup accompaniment leave shall be applied during the spouse's pregnancy. Paternity leave shall be taken before, during, and after the pregnancy, within the duration of 15 days. If the spouse of the applicant is at least 20-week pregnant and yet needs labor induction due to a miscarriage or serious health conditions of the fetus, a pregnancy checkup accompaniment and paternity leave can still be applied and granted by the University.
- X. 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.

- XI. Period of treatment or rest for injuries, illnesses or disability caused by occupational hazard shall be given work-related sick leave.
- XII. One day of election leave shall be allocated for voting on election or participating in various government-organized votes as required by law.
- XIII. One day of ceremonial leave shall be allocated to individuals of aboriginal descent, based on the date of ceremony announced by the respective tribes.
- XIV. Faculty and staff shall be allowed official business leave when participating in one of the following events, where the length of the leave shall be based on need:
  - A. Participating in government-held test, training, gathering in relation to their position.
  - B. The applicant is appointed to attend an assembly organized by the government.
  - C. Approved domestic or overseas study or field trip that is no longer than one year.
  - D. Participating in conscription services in accordance with laws and regulations.
  - E. Participating in events held by the University
  - F. Attending 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.
  - G. Other conditions or activities that should be granted official leaves according to the law.
- XV. 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:
  - A. Seven days per year for individuals who have worked at least one but less than three years.

- B. Ten days per year for individuals who have worked at least three but less than five years.
- C. Fifteen days per year for individuals who have worked at least five but less than ten years.
- D. Twenty days per year for individuals who have worked at least ten but less than fifteen years.
- E. Twenty-eight days per year for individuals who have worked at least fifteen but less than twenty-five years.
- F. Thirty days per year for individuals who have worked more than twenty-five years

XVI. The application of special leave of contract staff should be processed pursuant to the “Labor Standards Act” and the “Taipei Medical University Regulations of Contract Staff Employment”

The annual period during which the total days of personal leaves, regular sick and injury leaves, and menstrual leaves entitled, as mentioned in the preceding paragraph, shall start from the day of the applicant’s employment, with each year calculated as one period.

The type of leave described in Paragraph 1 will exclude holidays except for the following conditions:

- A. Official leave
- B. Occupational sick and injury leave
- C. The duration granted for regular sick and injury leave will not exclude holidays, starting from the 31st day, if the applicant applies for such leave for more than 30 consecutive days.

The special leave mentioned in Paragraph 1, Subparagraph 15 can be carried over to the following year if there are unused days of leave from the previous year. The unused days of leave carried over to the following year need to be used first when an applicant applies for special leave in that year.

Special leave can be granted due to natural or manmade disasters, if an applicant submits a proposal detailing his or her special circumstance.

Compensatory leave can be granted pursuant to the “Taipei Medical University Regulations of Full-time Staff Attendance Management”.

Article IV (Procedures for Leave Application)

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.

When faculty and staff apply for a leave, the applicant’s immediate supervisor and the unit/department responsible may ask the applicant to provide supporting documents.

If faculty members take a leave, they should make up the missed lessons or arrange a substitute instructor for the course they teach as per Article 8.

However, if an applicant takes maternity leave or abortion leave, the unit or department where she works may seek a substitute instructor or a proxy on her behalf as per the same article.

Article V (Calculation of Wages during the Leave)

Employees will be paid during all types of leave other than the days that exceed 30 days of a regular sick and injury leave.

Employees will not be paid during the days of leave that exceed 30 days of a regular sick and injury leave within the year, while will get paid on an ad hoc basis during extended sick and injury leave and special leave.

Article VI (Minimum Unit of Leave)

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 VII (Absence without Leave)

If an applicant takes a leave but does not return to work after the leave, he/she should apply for an extension of leave as per Article 4. If an applicant does not apply for a leave but is absent from work with no reason, or he/she is absent from work after the leave, the applicant will be considered absent without leave. Faculty who is absent without leave will be subject to the penalty stipulated in the “Teachers’ Act” and “Taipei Medical University Regulations of Faculty Employment”. Research staff will be subject to the penalty stipulated in “Regulations Governing Appointment of University Research Personnel” and “Taipei Medical University Regulations of Research Staff Employment and Promotion”. Staff will be subject to the penalty stipulated in “Taipei Medical University Reward and Punishment Measures for Full-time Staff”. The applicant will not get paid during his/her absence without leave.

Article VIII (Proxy Appointment)

When a member of faculty or staff takes a leave or is on leave of absence without pay, his/her duties or courses shall be carried out by appointing a proxy or a substitute instructor within the same unit/department, or within the University, with the approval of the applicant’s supervisor of the unit/department. The proxy or the substitute instructor will not be paid in this regard. If a proxy carries out duties of a managing administrator, a proposal of special circumstance shall be submitted to the University for the proxy to receive special allowance for the administrative duties. If a faculty or staff member is on maternity leave, abortion leave, sick and injury leave or official leave, and the duration is longer than 30 days, and he/she is unable to locate a proxy or a substitute instructor within the University, the unit/department to which the applicant belongs needs to submit an application to the President of the University for approval of employing a fix-termed proxy/substitute instructor instead. The proxy/substitute instructor’s salary will be determined based on the duties carried out and will be regarded as a special case.

During the leave or leave of absence without pay, if a proxy/substitute instructor needs to take a leave for special reasons, the unit/department in charge shall appoint additional proxies/substitute instructors, or the applicant shall be informed so that arrangement can be made in advance.

Article IX (Leave for Special Circumstance)

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 X (Matters not covered)

All matters not covered in these regulations shall be handled in accordance with the “Labor Standards Act”, the “Regulations of Leave-taking of Workers”, the “Regulations of Leave-taking of Faculty”, and the related regulations of the University as well as the applicable laws and regulations of the government. Regulations of leave-taking for members of Taipei Medical University Hospital are formulated separately.

Article XI (Approval authority)

The Regulations shall be promulgated and become effective upon approval by the University Affairs Committee. The same procedure shall also apply to any amendment thereto.

# Taipei Medical University Authority for Approval of Faculty/Staff Leave Application

## I. Regular Faculty/Staff

| Type of Leave  | No. of Days        | Appointment of Proxy | Supervisor of Academic Department | Mid-level Supervisor      | Top-level Supervisor  | Vice President | President |
|--|--------------------|----------------------|-----------------------------------|---------------------------|---|----------------|-----------|
| Special Leave/Compensatory Leave   | 5 Days (Inclusive) | Countersign          | Initial Approval                  | Approval                  | Approval<br><small>(Note: faculty or staff in the top-level unit)</small> |                |           |
|  | More than 5 days   | Countersign          | Initial Approval                  | Initial (Second) Approval | Approval  |                |           |
| Personal Leave/Family Care Leave   |                    | Countersign          | Initial Approval                  | Initial (Second) Approval | Second Approval   | Approval       |           |
| Regular Sick and Injury Leave/Menstrual Leave  |                    | Countersign          | Initial Approval                  | Initial (Second) Approval | Second Approval   | Approval       |           |
| Maternity Leave, Prenatal Leave, Pregnancy Checkup Accompaniment and Paternity Leave, and Abortion Leave |                    | Countersign          | Initial Approval                  | Initial (Second) Approval | Approval  |                |           |
| Marriage Leave   |                    | Countersign          | Initial Approval                  | Initial (Second) Approval | Approval  |                |           |
| Bereavement Leave  |                    | Countersign          | Initial Approval                  | Initial (Second) Approval | Approval  |                |           |
| Funeral Leave  |                    | Countersign          | Initial Approval                  | Initial (Second) Approval | Approval  |                |           |
| Election Leave   |                    | Countersign          | Initial Approval                  | Initial (Second) Approval | Approval  |                |           |
| Official Leave (without reimbursement)   |                    | Countersign          | Initial Approval                  | Initial (Second) Approval | Approval  |                |           |
| Official Leave (with reimbursement)  |                    | Countersign          | Initial Approval                  | Initial (Second) Approval | Second Approval   | Approval       |           |

## II. Lower-level (Academic Department) Supervisor

| Type of Leave  | No. of Days        | Appointment of Proxy | Mid-level Supervisor      | Top-level Supervisor | Vice President | President |
|--|--------------------|----------------------|---------------------------|----------------------|----------------|-----------|
| Special Leave/Compensatory Leave   | 5 Days (Inclusive) | Countersign          | Approval                  |                      |                |           |
|  | More than 5 days   | Countersign          | Initial Approval          | Approval             |                |           |
| Personal Leave/Family Care Leave   |                    | Countersign          | Initial Approval          | Second Approval      | Approval       |           |
| Regular Sick and Injury Leave/Menstrual Leave  |                    | Countersign          | Initial Approval          | Second Approval      | Approval       |           |
| Maternity Leave, Prenatal Leave, Pregnancy Checkup Accompaniment and Paternity Leave, and Abortion Leave |                    | Countersign          | Initial (Second) Approval | Approval             |                |           |
| Marriage Leave   |                    | Countersign          | Initial (Second) Approval | Approval             |                |           |
| Bereavement Leave  |                    | Countersign          | Initial (Second) Approval | Approval             |                |           |
| Funeral Leave  |                    | Countersign          | Initial (Second) Approval | Approval             |                |           |
| Election Leave   |                    | Countersign          | Initial (Second) Approval | Approval             |                |           |
| Official Leave (without reimbursement)   |                    | Countersign          | Initial (Second) Approval | Approval             |                |           |
| Official Leave (with reimbursement)  |                    | Countersign          | Initial Approval          | Second Approval      | Approval       |           |

➤ Lower-level supervisor refers to a supervisor of an academic department

## III. Mid-level Supervisor

| Type of Leave                    | No. of Days        | Appointment of Proxy | Top-level Supervisor | Vice President | President |
|----------------------------------|--------------------|----------------------|----------------------|----------------|-----------|
| Special Leave/Compensatory Leave | 5 Days (Inclusive) | Countersign          | Approval             |                |           |
|                                  | More than 5 days   | Countersign          | Initial Approval     |                |           |
| Personal Leave/Family Care Leave |                    | Countersign          | Initial Approval     | Approval       |           |

|  |  |             |                  |          |  |
|--|--|-------------|------------------|----------|--|
| Regular Sick and Injury Leave/Menstrual Leave  |  | Countersign | Initial Approval | Approval |  |
| Maternity Leave, Prenatal Leave, Pregnancy Checkup Accompaniment and Paternity Leave, and Abortion Leave |  | Countersign | Approval         |          |  |
| Marriage Leave   |  | Countersign | Approval         |          |  |
| Bereavement Leave  |  | Countersign | Approval         |          |  |
| Funeral Leave  |  | Countersign | Approval         |          |  |
| Election Leave   |  | Countersign | Approval         |          |  |
| Official Leave (without reimbursement)   |  | Countersign | Approval         |          |  |
| Official Leave (with reimbursement)  |  | Countersign | Initial Approval | Approval |  |

- Mid-level supervisor refers to a supervisor of a mid-level academic (administrative) unit, such as a school, graduate institute, program, section, unit, mid-level centers and so on.

#### IV. Top-level Supervisor

| Type of Leave  | No. of Days        | Appointment of Proxy | Vice President   | President |
|--|--------------------|----------------------|------------------|-----------|
| Special Leave/Compensatory Leave   | 5 Days (Inclusive) | Countersign          | Approval         |           |
|  | More than 5 days   | Countersign          | Initial Approval | Approval  |
| Personal Leave/Family Care Leave   |                    | Countersign          | Initial Approval | Approval  |
| Regular Sick and Injury Leave/Menstrual Leave  |                    | Countersign          | Initial Approval | Approval  |
| Maternity Leave, Prenatal Leave, Pregnancy Checkup Accompaniment and Paternity Leave, and Abortion Leave |                    | Countersign          | Approval         |           |
| Marriage Leave   |                    | Countersign          | Approval         |           |
| Bereavement Leave  |                    | Countersign          | Approval         |           |
| Funeral Leave  |                    | Countersign          | Approval         |           |
| Election Leave   |                    | Countersign          | Approval         |           |
| Official Leave (without reimbursement)   |                    | Countersign          | Approval         |           |
| Official Leave (with reimbursement)  |                    | Countersign          | Initial Approval | Approval  |

- Top-level supervisor refers to a supervisor of a top-level academic (administrative) unit, such as a college, office, building, top-level center and so on