

# Leave Regulations for Faculty and Staff

2019.06.27 Passed in the 4th University Council of the 107th academic year  
2019.07.12 Announced in the GaoYiRenZi No. 1081102358 Letter  
2020.03.26 Passed in the 3rd University Council of the 108th academic year  
2020.04.10 Announced in the GaoYiRenZi No. 1091100958 Letter  
2021.03.18 Reviewed in the 3rd University Council of the 109th academic year  
2021.03.18 Passed in the 3rd University Council of the 109th academic year  
2021.03.29 Announced in the GaoYiRenZi No. 1101100994 Letter  
2022.03.24 Passed in the 3rd University Council of the 110th academic year  
2022.04.06 Announced in the GaoYiRenZi No. 1111101176 Letter

Article 1 KMU has established the Leave Regulations for Faculty and Staff (hereinafter referred to as "the Regulations") to provide a basis for faculty and staff to take leave.

Article 2 Unless otherwise provided by laws and regulations, leave requests from full-time faculty and staff employed within the establishment staffing of KMU, project teachers, military training instructors, contract employees, technical workers, janitors, security guards, and drivers shall be handled in accordance with the provisions of the Regulations.

The rules for leave requests from personnel hired by KMU who are not referred to in the preceding paragraph shall be separately formulated.

Article 3 Leave requests from faculty and staff shall be handled in accordance with the following provisions:

1. Personal leave(including the Family Care Leave)

Those who have to deal with personal affairs may ask for leave for personal affairs. A total of 14 days for the leave for personal affairs is given per academic year. Those who are approved to engage in further study or research shall be exempted from this limitation. However, the days of regular holidays will not be deducted from the extended days of the leave for personal affairs.

When family members need to be taken care of due to vaccination, serious illness, or other major accidents, faculty and staff may apply for family care leave, which is granted 7 days per academic year. The number of days taken is included in the calculation of the leave for personal affairs.

If the total number of days of leave for personal affairs and the leave for family care exceeds 7 days, the full salary will be deducted daily starting from the eighth day. Contract employees who take leave for personal affairs will have their salaries deducted daily. It may be required to provide proof of the reason for the leave if the supervisor deems it necessary, and it may be corrected as taking annual leave.

2. Sick leave (including menstrual leave):

Those who need to rest and recuperate due to illness or medical diagnosis may take sick leave during the treatment or rest period, with 30 days allowed per academic year.

Female faculty and staff member who encounter difficulties in their work due to the menstrual period may take one day of menstrual leave per month. If the number of days taken during the entire academic year does not exceed three, it will not be counted as sick leave. From the fourth day onwards, it will be included in the calculation of sick leave. If it exceeds the prescribed number of days, it shall be offset by the leave for personal affairs.

For those suffering from serious illnesses requiring an extended period for recovery or necessitating maternity leave as diagnosed by a physician, after utilizing the allocated sick leave, personal leave, and annual leave according to regulations, an extension may be granted upon special application. The extension period shall be counted from the first day of the extended sick leave, not exceeding one year when aggregated within two academic years. However, for those who have returned to work for over a year and then apply for an

extension of sick leave, the sick leave extension may be recalculated. In cases where the extended sick leave spans two academic years, the calculation of leave days shall deduct the days of sick leave and personal leave taken in each academic year. Sick leave can be deducted for regular days off but extended sick leave cannot. If an extension of sick leave is requested, the university may require the individual to undergo re-examination at a regional or higher-level hospital and provide a medical diagnosis during the convalescence period. Those whose sick leave extensions have exceeded the stipulated period without recovery (calculated over two consecutive academic years) shall be subject to separation from employment. Those who have been terminated for over a year shall not be eligible for re-employment. However, those with sufficient years of service, as appropriate for retirement or severance, may proceed with retirement or severance procedures.

For those who have been on sick leave for more than six months, part of their full salary shall be deducted. The deduction method is as follows:

- (1) One-third of the full salary will be deducted if the accumulated seniority is less than ten years.
- (2) One-fifth of the full salary will be deducted if the accumulated seniority is more than ten years but less than twenty years.
- (3) No deduction of salary for more than 20 years of accumulated seniority.

The contract employees who are on sick leave for less than 30 days within one year shall receive half of their salaries, and their salaries shall be suspended on a daily basis if the total sick leave has exceeded 30 days.

3. **Marriage leave:**

Married individuals are entitled to fourteen days of marriage leave, which can be taken intermittently and deducted from regular days off, and must be taken within three months starting from ten days before the date of marriage registration. However, with approval from the university due to special circumstances, marriage leave may be taken within one year.

4. **Pre-maternity leave:**

Before giving birth, pregnant women are entitled to eight days of pre-maternity leave, which may be taken intermittently, and shall not be applied after delivery.

5. **Maternity leave (including miscarriage leave):**

After childbirth, forty-two days of maternity leave are granted. Those who experience a miscarriage after twenty weeks of pregnancy are entitled to forty-two days of miscarriage leave. Those who experience a miscarriage after twelve weeks but less than twenty weeks of pregnancy are entitled to twenty-one days of miscarriage leave, while those who experience a miscarriage before twelve weeks of pregnancy are entitled to fourteen days of miscarriage leave. Maternity leave and miscarriage leave must be taken at once and should deduct regular days off. If an individual has already taken all pre-maternity leave before childbirth and, with certification from a medical institution or a physician in remote areas where medical facilities are not available, proves the necessity of leave, partial maternity leave may be applied for before childbirth with a limit of twenty-one days, without restriction on the number of times it can be taken. However, for those who experience a miscarriage, the days of miscarriage leave should deduct the days of maternity leave already taken.

6. **Pregnancy checkup accompaniment and paternity leave:**

7 days shall be given for an employee who applies for pregnancy checkup accompaniment and paternity leave based on accompanying their spouse for prenatal checkups, childbirth, or miscarriage following a pregnancy of 20 weeks and above. Such leave may be taken intermittently. Except that the

pregnancy checkup leave shall only be applicable during the gestation period of the spouses, employees shall have paternity leave during a 15-day window (regular days off included) before and after the day their spouses are in labor or miscarriage.

7. Funeral leave

- (1) 21 days of funeral leave shall be granted for the death of the spouse.
- (2) 15 days of funeral leave shall be granted for the death of a parent.
- (3) 10 days of funeral leave shall be granted for the death of a stepparent, spouse's parent, or child.
- (4) 6 days of funeral leave shall be granted for the death of a grandparent.
- (5) 5 days of funeral leave shall be granted for the death of a great-grandparent, grandparent of the spouse, stepparent of spouse, or sibling.

Only the relative mentioned above shall be considered as the faculty and staff's blood relative or constructive (statutory) blood relatives on the date of their death, except for the step-parent of employees or their spouse, who had raised them before they grew up, or lived together with them until the date of death.

Funeral leave can deduct regular days off, and if taken intermittently, it should be completed within a hundred days.

Article 4 For individuals who need to feed their babies under two years old or need to collect breast milk, they shall be provided with the time for feeding or breast milk collection sixty minutes a day. For those who work overtime for more than 1 hour of daily normal work hours, they shall be given an additional thirty minutes for feeding or breast milk collection. The time for feeding or breast milk collection shall be deemed as working time.

To raise children under three years old, one may apply to the school to adjust working hours or reduce working hours by one hour per day. But no compensation shall be paid for the reduced working time.

Article 5 Those who have been in service for six months may apply for parental leave without pay before any of their children reach the age of three years old. The period of this leave is until their children reach the age of three years old but may not exceed two years. For those who raise over two children at the same time, the period of their parental leave shall be calculated aggregately and the maximum period shall be limited to two years received by the youngest child. The duration of unpaid parental leave shall not be, in principle, less than six months each time. If an individual needs to take the leave for less than six months, he/she may file the application with the school for the leave persisting for no less than 30 days for a maximum of two times. The application for parental leave without pay shall be submitted no later than 10 days in advance by filling out the application form and submitting supporting documents.

During the parental leave without pay, school staff are not allowed to be employed by other units or run their businesses. Violators shall be deemed to have resigned from the school. Within 20 days before the expiration of the parental leave without pay, a form shall be filled out to apply for reinstatement.

Article 6 Those who fall under any of the following circumstances shall be granted official leave (including occupational injury and sickness leave):

1. Assigned to participate in meetings convened by the government.
2. Assigned to participate in study tours or attend international conferences.
3. Assigned to provide various military services in accordance with the law.
4. Participate in various voting organized by the government in accordance with the law.
5. Those suffering injury or illness caused by danger during the performance of duties or commuting who require recuperation or medical treatment for less than two

years.

6. Participate in government-sponsored job-related examinations with the consent of KMU.
7. Those who are assigned or authorized to participate in training or further study related to their duties for less than one year.
8. Participate in activities organized and approved by KMU
9. At the invitation of domestic and foreign government organizations or schools, participate in various meetings or activities related to their duties, or attend testimony and defense in accordance with legal obligations, with the consent of KMU.
10. Compulsory quarantine shall be imposed due to notifiable infectious diseases as recognized by the competent health authorities at all levels. However, such a case does not include those who fall ill due to causes attributable to the parties concerned.
11. Other individuals who are required to be granted official leave in accordance with national laws and acts, relevant laws and regulations of KMU, or the school authority's special approval.

The duration of official leave is determined by KMU according to actual needs, but the maximum period of occupational injury and sickness leave is one year after the onset of injury or illness, and a special evaluation will be conducted after one year.

Those who have completed the two-year occupational injury and sickness leave and still cannot cure the injury or illness shall extend the leave without pay, or retire or be dismissed in accordance with the law. However, if the extension of the leave without pay is due to the performance of duties and special circumstances, it may be extended at the discretion of KMU. The extension is limited to one year.

The official leave for participating in an overseas international physical meeting may be increased by two days (within Asia) or four days (outside Asia). A period not exceeding 5 days of official leave is granted for participating in other satellite meetings related to the overseas international physical meeting.

The approval of official leave shall be supported by relevant documents. In principle, salaries shall be paid without deducting regular days off. However, if there are other regulations or dedicated proposals approved by KMU, it will follow those regulations or approvals.

#### Article 7

School staff and military training instructors will be given official leave based on their years of service at KMU. Except for those cases where the Labor Standards Act applies, any official leave not taken by the end of the year or before the termination of the contract shall be deemed to be forfeited.

1. Three days for service seniority of six months or more but less than one year.
2. Seven days for service seniority of one year or more but less than two years.
3. Ten days for service seniority of two years or more but less than three years.
4. Fourteen days for service seniority of three years or more but less than five years.
5. Fifteen days for service seniority of five years or more but less than ten years.
6. One additional day for each year of service seniority over ten years up to a maximum of thirty days.

Faculty and staff's seniority from contract employment and secondment before being employed within the establishment staffing of KMU may be accumulated. If a faculty

and staff member enters the service of the school after leaving the school, his/her years of service prior to the date of leaving the school will be accumulated too. Teachers seconded from off-campus institutions to KMU shall be granted annual leave in accordance with the start date of their seniority as full-time teachers certified by the document presented when they arrive at KMU, and the provisions of the first paragraph of this article shall apply.

- Article 8 Those with indigenous identity shall be granted leave for the indigenous rituals and ceremonies of each indigenous ethnic group according to the Regulations for the Implementation of Anniversaries and Festivals and the announcement of the Council of Indigenous Peoples, and are requested to apply for the leave by presenting documents proving their ethnicity, such as the copy of household transcript or the household certificate.
- Article 9 Personal leave, family care leave, annual leave, sick leave, marriage leave, menstrual leave, pre-maternity leave, pregnancy checkup accompany and paternity leave, official leave, occupational injury and sickness leave, and funeral leave may be taken in half-hour increments. Before giving birth, each maternity leave shall be taken at least half a day.
- Article 10 The relevant provisions for sabbatical leave of professors shall be set out separately.
- Article 11 Faculty and staff are required to work during the summer and winter vacations, and the rules for the summer appreciation days off shall be announced separately.
- Article 12 A leave application form shall be filled in three days before the leave with the reasons stated. The form shall be submitted hierarchically and responsibly according to the leave application procedures. Only after approval can one leave the job or not attend work.  
Those who are unable to apply for leave in accordance with the procedures mentioned in the preceding paragraph due to an emergency may entrust colleagues, family members, or friends to handle the procedures on their behalves, or report to their supervisor on the day of the incident and complete the leave procedures within three days. If KMU requires supplements on the reasons or proof documents, they should be submitted within seven days. Otherwise, it will be considered as absenteeism.
- Article 13 Leave requests should have a designated substitute responsible for duties, and depending on the category of duties, seniority, and position, a substitute should be appointed in order of priority. The substitute shall exercise the due care of a good administrator in performing the duties diligently. Substitutes are not permitted to take leave during their substitution period. In case of exceptional circumstances requiring leave, additional substitute(s) should be appointed, or the person should be informed in advance to appoint additional substitute(s). The selection and responsibilities of additional substitutes shall follow the same regulations as those for the primary substitute.
- Article 14 Please provide the following supporting documents for sick leave, pre-maternity leave, maternity leave, miscarriage leave, parental leave without pay, pregnancy checkup accompaniment and paternity leave, marriage leave, funeral leave, official leave, and occupational injury and sickness leave for two days or more:
1. Two days or more of sick leave: A physician's diagnosis certificate shall be attached.
  2. Pre-maternity leave, pregnancy checkup accompaniment and paternity leave, and maternity (miscarriage) leave: Relevant supporting documents such as the

"Maternal Health Handbook" (Mother's Handbook), physician's diagnosis certificate, or birth certificate shall be attached.

3. Marriage leave: Household registration information shall be attached. Those who take leave before the date of marriage registration may apply with the wedding invitation cards attached first, and supplement the household registration information later.
4. Funeral leave: An obituary or proof of household cancelation or death certificate shall be attached. If it fails to prove family relation, a separate household registration document shall be attached.
5. Parental leave without pay, official leave, and occupational injury and sickness leave: Leave request shall be submitted with relevant approval, document, or application form attached.

Article 15 Those who leave their duties without permission, fail to finish the leave application procedure timely without justifiable reasons, fail to return to school for work after the leave has expired, or take more than the vacation days available shall be deemed as absenteeism, thus their salaries shall be deducted on daily basis and punished in accordance with KMU's Regulations on Staff Rewards and Punishments.

Article 16 The regulations on leave for employees of affiliated institutions and related undertakings of KMU shall be formulated separately.

Article 17 After being reviewed and approved by the University Council, the Regulations shall be implemented from the date of publication, and the same applies to amendments.

**\*The English version is for reference only. If there is any inconsistency or ambiguity between the English and Traditional Chinese versions, the Traditional Chinese version shall prevail.**