

Regulations on Faculty and Staff Welfare

2000.07.08 Revised and passed in the 7th Meeting of the 13th Board of Directors
2000.07.17 Promulgated in (89)GaoYiXiaoFa(I)Zi No. 021 Letter
2013.10.17 Passed in the 1st University Council of the 102th academic year
2013.10.28 Passed in the 8th Meeting of the 17th Board of Directors
2013.11.12 Announced and implemented in the GaoYiRenZi No. 1021103448 Letter
2024.10.09 Passed in the 1st University Council of the 113th academic year
2024.11.06 Revised and passed in the 1st Temporary University Council of the 113th academic year, the amendments to Article 3, Paragraph 1, Subparagraph 2, and Article 6, Paragraph 1, Subparagraphs 2 to 4 shall take effect from August 1, 2024
2024.11.28 Passed in the 3rd Meeting of the 20th Board of Directors
2024.12.02 Announced and implemented in the GaoYiRenZi No. 1131104452 Letter, the amendments to Article 3, Paragraph 1, Subparagraph 2, and Article 6, Paragraph 1, Subparagraphs 2 to 4 shall take effect from August 1, 2024

- Article 1 These regulations are established to promote the stability of life for the faculty and staff, enhance employee welfare, and foster organizational unity.
- Article 2 Unless otherwise specified, the term "faculty and staff" in these regulations refers to full-time faculty and staff, technicians, laborers, security guards, and drivers employed within the university's staffing structure.
The various welfare benefits specified in these regulations do not apply to new employees who have not completed their probationary period.
- Article 3 Faculty and staff may receive subsidies under the following circumstances: marriage, childbirth, hospitalization due to illness, and funeral expenses, as specified below:
1. Marriage Allowance: NT\$6,000 upon marriage.
 2. Childbirth Allowance: NT\$2,000 when the employee or their spouse gives birth.
 3. Hospitalization Subsidy: When the employee, their spouse, parents, or children (underage or holding a moderate or higher disability certificate) are hospitalized due to illness (excluding non-essential cosmetic surgery), 50% of the medical expenses will be subsidized (excluding expenses for emergency care, outpatient care, meal for non-hospitalized individuals or clothing rental, and nursing home care, etc.). The subsidy is capped at NT\$12,000 per academic year. The annual subsidy amount for each academic year is determined based on the date indicated on the medical receipt issued by the medical institution. Reimbursement for the same incident cannot exceed the hospital receipt amount. If multiple applicants claim for the same incident, the subsidy will be equally distributed among them.
 4. Funeral Subsidy: If the employee dies while in service, NT\$20,000 will be provided to their spouse or direct relatives. If the faculty and staff's spouse, parents, or underage children die, NT\$10,000 will be provided.
 5. Burial Subsidy: If the employee dies while in service, a burial subsidy equivalent to five months' basic pay and seniority pay will be granted. The university may provide additional compensation for those with special contributions upon review

and approval by the Teacher Evaluation Committee or Staff Personnel Evaluation Committee and final approval from the Board of Directors.

Article 4 Employees' full-time enrolled children attending educational institutions recognized by the Ministry of Education, from kindergarten to university (below graduate level), may apply for child education subsidies:

1. Applications must be submitted in March and October each year.
2. The subsidy is only granted if the child completes registration while the employee is actively employed.
3. The subsidy amount will follow the standard set for military and public service personnel. Kindergarten subsidies follow elementary school standards.
4. The subsidy applies within the official study period set by the educational institution, with a maximum of three years for kindergarten. If the child transfers schools or repeats a year, the subsidy will be paid based on the grade level after the transfer, up to the final graduation year. No subsidy will be granted for repeating, retaking courses, or pursuing a second degree.
5. The subsidy is limited to two children per employee per year.

Children in the following categories are not eligible for the subsidy:

1. Students enrolled in non-accredited schools or cram schools.
2. Part-time students in secondary or higher education institutions.

Article 5 Special seniority funds are handled as follows:

1. Eligibility: Members of the former Kaohsiung Medical College Mutual Assistance Committee employed before December 31, 1994, who retire or resign.
2. Funding Source: The university will budget for the annual retirement and resignation cases.
3. Payment Standards:
 - (a) Based on the date these regulations were enacted, the basis point for each member is calculated using the original mutual assistance rules (approved by the 3rd Finance Group Meeting of the 11th Board of Directors on December 10, 1994). Seniority is calculated up to May 9, 1999. No further mutual assistance fees are collected, and the basis point remains frozen until retirement or resignation. Payment is calculated by multiplying the basis point by the basic pay (including seniority pay) at the time of retirement.
 - (b) For members with less than five years of service, 0.1 of the basis points will be granted for the first year, increasing by 0.1 annually up to 0.4 for four years.
 - (c) From the fifth to the tenth year, 0.5 of the basis points is granted for each year.
 - (d) From the eleventh to the fifteenth year, 1 basis point per year.
 - (e) From the sixteenth to the twentieth year, 2 basis points per year.
 - (f) After the twenty-first year, 3 basis points per year.
4. Seniority Calculation: Partial years are not counted.

- Article 6 Other welfare benefits, subject to budget adjustments or termination each academic year, include:
1. Birthday Gift: NT\$500 for faculty, staff, project teachers, and contract staff during their birthday month.
 2. Childcare Subsidy: NT\$1,000 per child per month for children under six years old.
 3. Childbirth Incentive:
 - (a) For faculty and staff: NT\$1,000 for the second parity and NT\$2,000 for the third or subsequent parities.
 - (b) For project teachers and contract staff: NT\$2,000 for the first parity, NT\$3,000 for the second, and NT\$4,000 for the third or subsequent parities.
 4. Preschool Education Subsidy: For children attending preschool, subsidies will follow the elementary school standard for one year.
 5. Employee Travel Subsidy: The scope and standards are announced annually.

Article 7 The Human Resources Office manages these welfare benefits. Applications must be supported with archived dependent data and proper documentation as follows:

1. Marriage Allowance: A copy of the marriage registration certificate (such as a household registry, household registration transcript, or a marriage certificate issued by the Household Registration Office) indicating the date of marriage.
2. Childbirth Allowance, Childbirth Incentive, and Childcare Subsidy: A copy of the birth certificate or a copy of the household registry indicating the child's date of birth, or a household registration transcript issued within the past six months.
3. Hospitalization Subsidy: A copy of the hospital diagnosis certificate and a copy of the medical expense receipt.
4. Funeral Subsidy: A copy of the death certificate (either a standard death certificate or a forensic death verification certificate issued by the Prosecutor's Office).
5. Burial Subsidy: A copy of the deceased employee's household registration transcript and death certificate (either a standard death certificate or a forensic death verification certificate issued by the Prosecutor's Office), along with a letter of authorization, a copy of the heir's bank account passbook, and a copy of both sides of the heir's identification card.
6. Children's Education Subsidy: A copy of the tuition payment receipt and proof of payment (stamped with a receipt seal). For children studying abroad, a copy of the child's passport, including entry and exit records for the study period, must also be provided.

Article 8 Applications for marriage allowance, childbirth allowance, childcare subsidy (incentive), hospitalization subsidy, and funeral subsidy must be submitted within three months of the event, in accordance with the relevant regulations. Late applications will not be accepted.

Personnel studying abroad, on unpaid leave, or suspension due to specific reasons who become eligible for allowances or subsidies during their leave or suspension period may apply for retroactive payment within three months after returning to work or resuming their duties, in accordance with the relevant regulations.

- Article 9 All welfare expenses are covered by the university's annual budget and must comply with accounting procedures and audit standards.
- Article 10 If there is any false reporting, fraudulent claims, double claiming, repeated claiming, forgery, or alteration of supporting documents when applying for subsidies, the received subsidy amount shall be recovered, and the matter shall be handled in accordance with relevant regulations.
- Article 11 Medical benefits for faculty, staff, and contract staff follow the regulations of affiliated institutions and related businesses.
- Article 12 These regulations take effect upon approval by the Administrative Meeting and Meeting of the Board of Directors. Amendments follow the same procedure.

***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.**