

Regulations of Asking for Leave for Teachers at I-Shou University

Approved in the 3rd meeting of University Administration Council at the 2nd semester of the academic year 1992.

Amended and approved in the 2nd meeting of University Administration Council at the 1st academic year 1997 on Jan. 16, 2008.

Article 1 The Regulations are hereby made according to the Article 18 of Employment Leave Regulations for Teachers issued by the Ministry of Education.

Article 2 The term of “Teacher” in the Regulations shall mean the faculty members of establishment at the University, such as full-time professors, associate professors, assistant professors, and instructors

Article 3 Teachers shall ask for leaves by following the regulations listed as below:

1. Personal Leave: Those who have to deal with personal affairs in person may ask for a personal leave for 7 days each academic year. A 7-day family care leave is also permitted when it is necessary to take care of the family members due to protective inoculation, serious sickness or other major incidents. The number of the personal leave may calculate with the one of the family leave together. However, if the total amount is over 7 days each year, the salary will be deducted according to how many days exceed the standard. Those who ask for leaves shall make up the classes on another days and the University shall also need to pay for the fees of a substitute teacher.

2. Sick Leave:

(1) Those who must receive medical or rest treatment for disease may ask for a sick leave for 28 days each academic year. The number of the sick leave shall be offset by the one of personal leave if it exceeds the standard. Female teachers may ask for a 1-day menstrual leave each month that the amount of menstrual leave shall be calculated with the one of sick leave together.

(2) Those who are ill badly and won't be recovered in a short time may apply for extending the term of sick leave as supported by the certificate issued by a

teaching hospital. The longest term for sick leave is only three months at most. During the extended term, only the base pay without academic research fees will be provided and the hourly pay for a substitute teacher shall be also paid by the University. The extended term for sick leave shall start from the first day of sick leave applying for the first time. However, the total amount of sick leaves shall not exceed three months, and the extended term shall be calculated from zero again if the teachers have reported back after leave of absence for more than 6 months.

- (3) Those can not recover after extending the term of sick leave for 3 months shall apply for retaining the position without pay, in which term shall not be calculated with the total amount of service years. The teachers who have retained position without pay for more than nine months without recovery may apply for retaining the position without pay for one more year or retirement; or the University may ask them to leave office with severance pay according to the related regulations. If the teachers still can not recover after extending the term of retaining the position without pay for one more year, they shall follow the related regulations to apply for retirement; or the University may ask them to leave office with severance pay.
- (4) Those who have extended sick leave after approval or have expired term of retaining the position without pay shall be appointed by the University continuously.
- (5) The total amount of leaves shall not include the number of days of permitted personal leave and sick leave each academic year when the teachers ask to extend the term of sick leave to the next academic year; but the number of days of sabbatical leave shall be included if the teachers take a part-time administration job.
- (6) The extended term of a sick leave is deemed not to have been interrupted without deducting the number of days of summer and winter vacations if the teachers have reported back during the extended term of a sick leave but apply for another extended term again after a new semester. However, if the teachers have reported back after a new semester and have taught for more than one semester,

the number of days of summer and winter vacations may be deducted.

- (7) Those who are recovered during the term of retaining the position without pay may apply for resuming their posts after handing over one copy of certificate issued by a medical institution or professional doctor.
 - (8) Those who have applied for extended term of sick leave without permission shall request to retain the position without pay or apply for retirement; or the University may ask them to leave office with severance pay.
 - (9) Those who haven't been pursuant to the application rules during the term of retaining the position without pay shall be disappointed as regulated.
3. Marital Leave: A 14-day marital leave may be granted to those who get married. However, the marital leave shall be used up within one month after the date of marriage unless the teachers request to postpone or apply within five days before the date of marriage due to other special reasons after the approval by the University.
 4. Maternity Leave: A 8-day maternity leave may be granted and used in installments before giving birth of a baby; however, the 8-day maternity leave can not be kept after the birth of a baby. A 42-day maternity leave may be granted after the birth of a baby. A 42-day miscarriage leave may be granted to those who have been pregnant for more than five months but miscarriage. A 21-day miscarriage leave may be granted to those who have been pregnant for more than three months but less than five months. A 14-day miscarriage leave may be granted to those who have not been pregnant for more than three months. The maternity leave and miscarriage leave shall be used up in one time without deducting the number of days of summer and winter vacations. Those who have used up the maternity leave, but are still in need to ask for another leaves before the birth of a baby may request for leaves after submitting a certificate issued by a medical institution or offering a certificate proving that there is no any medical institution in the remote area. Nevertheless, the miscarriage leave must be deducted by the number of days of a maternity leave when the teacher miscarries.
 5. Accompanying Maternity Leave: A 3-day accompanying maternity leave may be granted to those when their wives give birth of a baby that the leave can be used in installments, but must be used up within three days after the childbirth. The leave may be extended pro rata in case of weekend or holidays falling within the leave.

6. Funeral Leave: A 15-day funeral leave at the death of his/her parents or spouse. A 10-day funeral leave at the death of his/ her stepparents, spouse's parents or children. A 5-day funeral leave at the death of his/her grand grandparents, grandparents, spouse's grandparents, spouse's stepparents, brothers or sisters. All of the funeral leaves can only be requested when the natural blood relatives or statutory blood relatives pass away unless the applicant's step parents or his/ her spouse's step parents have forested him/ her (or his/her spouse) before his/ her adulthood, or have lived with him/ her until death. The funeral leave can only be used in five installments at most, but must be used up within 100 days after death.

7. Bone Marrow Donation Leave: Bone marrow donation leave may be granted based on practical needs when donating the bone marrow or organs.

The number of personal leave granted according to the Item 1 of Article 3 for those who have not served for more than one semester shall be calculated pro rata based on how many months of the teachers have been worked at the University. The number less than 0.5 shall be counted for 0.5; and the number more than 0.5 but less than 1 shall be counted for 1.

The personal leave, sick leave and accompanying maternity leave regulated as above may be counted on an hourly basis. The faculty members shall at least request for more than half of one day when applying for marital leave, accompanying maternity leave and funeral leave each time.

Article 4 Teachers who meet the following conditions may be granted a leave for statutory reasons as supported by the related certificates. The term of a leave for statutory reasons shall be decided according to practical needs; and the leave won't be made up when weekend or national holidays falling within the leave.

1. Those who are assigned to participate in the governmental meetings.

2. Those who are assigned to supervise, inspect, or participate in the international conferences.

3. Those who are convened for military services according to laws.

4. Those who participate in all kinds of balloting activities held by the government based on the legal regulations.

5. Those who need to receive medical or rest treatments due to the injuries or sickness

- caused when on duty or on the way home/ going to work. The term for medical or rest treatment shall be only two years at most.
6. Those who are recommended or designated by the University or the Ministry of Education to pursue further education or research based on the teaching or research needs. The term for further education or research shall be one year at most.
 7. Those who join in the examinations related to their duties or held by the government.
 8. Those who participate in the activities held by the University in other areas.
 9. Those who are invited by a foreign or domestic institution or school to join in all kinds of conferences or activities in association with the position; or be obligatory to present on the court for testimony or verbal argument.
 10. Those who are recommended, assigned or approved by the University to pursue further education or research after class based on the teaching or research needs that the time for further education or research shall be 8 hours each week at most.
 11. Those who have drawn up a plan for pursuing further education or research relating to the positions in other countries at their own cost during winter/ summer vacations and within one month before going aboard. However, the teaching or administration job can't be interfered in principle.
 12. Those who take a part-time teaching job due to the inter-university teaching needs after approval.
 13. Those who take a part-time job at an associated organization or institution due to the industrial-academic cooperation after approval.
 14. Those who have to be compulsorily isolated by each-level hygiene authorities due to contagious diseases. However, the regulation won't be applicable if the disease is caused by the person involved himself/ herself.

In the event that the term of leave for statutory reasons has been expired and the teachers still can not report back as regulated in Item 5 of Article 4, the University shall retain the teachers' positions without pay. However, if the teachers have not recovered for more than one year since the day of retaining the position without pay, they shall apply for retirement, or the University may request them to leave office with severance pay. The term can be extended under special circumstances after approval that the term shall not exceed one year.

Article 5 Teachers who take a part-time administration job shall be granted a sabbatical leave.

Those who have taken a part-time administration job for more than one academic year shall be granted a sabbatical leave for 7 days each academic year since the second academic year. Those who have taken a part-time administration job for more than three academic years shall be granted a sabbatical leave for 14 days since the fourth academic year. Those who have taken a part-time administration job for more than six academic years shall be granted a sabbatical leave for 21 days since the seventh academic year. Those who have taken a part-time administration job for more than nine academic years shall be granted a sabbatical leave for 28 days each academic year since the tenth academic year. Those who have taken a part-time administration job for more than fourteen academic years shall be granted a sabbatical leave for 30 days each academic year since the fifth academic year.

In principle, the sabbatical leave shall be used up at the current year. However, if the sabbatical leave can not be used up due to the needs of public affairs, the sabbatical leave can be kept to the next academic year after approval. However, the number of days can not exceed 1/2 of total permitted leaves, and the sabbatical leave must be used up in the next academic year.

The sabbatical leave which has not used up shall be used up within 1 year after the teachers discharge from the administration position. When the teachers take a part-time administration job again for more than one academic year, the number of days for a sabbatical leave shall be decided according to the service years calculated with the term of a part-time administration job.

Article 6 Teachers without taking a part-time administration job shall go to school on summer or winter vacations for preparing teaching, doing research or handling the school's affairs. As to the ones who need to give lectures, pursue further education, do research, visit relatives or travel in other countries or institutions, please follow the related regulations and complete the procedures for asking for leaves.

Article 7 Teachers shall fill in the leave sheet when asking for leaves, leave for statutory reasons or sabbatical leave. After the university approves, the teachers who ask for leaves may be absent from school. If anyone who has an acute disease or any emergency, his/ her colleague, relative or friend may ask for leaves for him/her within 3 days. If the teacher asks for leaves behind time, the application for leaves won't be approved and the teacher will be deemed as being absent from work without proper reasons as well. Maternity leave, miscarriage leave,

accompanying maternity leave, sick leave for more than two days, bone marrow or organs donation leave shall be applied with one copy of certificate issued by a medical institution or a professional doctor.

Article 8 Leaves, leave for statutory reasons, or sabbatical leave less than 7 days shall be agreed by the director of each department (institute, class, and center); and the ones more than 7 days shall be approved by the President and the Curriculum Section of the Office of Academic Affairs shall publish the time for making up the classes after the teachers fill in the time in the operation system of the University. The teachers shall make up the classes within 14 days after reporting back to the University, and the Curriculum Section of the Office of Academic Affairs shall supervise the related affairs during the term of making up the classes.

The classes may be made up by the teacher himself or other substitute teacher when asking for an accompanying maternity leave. The hourly pay shall be paid by the University.

When the teacher asks for leaves for more than 14 days, he/ she shall find a proper teacher to teach for him/ her and ask for approval from the director of department (institute, class, and center) and the Office of Academic Affairs. Otherwise, the director of department (institute, class, and center) or the Office of Academic Affairs shall ask other teacher to teach. The hourly pay shall be as same as the one of part-time teachers at the University and be deducted from the applicant's salary except for the one for the leave, such as the marital leave, maternity leave, funeral leave, leave for statutory reasons for more than 14 days, and the sick leave for more than 14 days but less than 28 days.

Article 9 In principle, the teacher who asks for leaves shall find someone who also works at the University to teach the classes for him/her. However, if it's hard to find a proper teacher to teach for the applicant at the University, it is permitted to invite a qualified teacher who can teach in the same professional field from other institutions after being approved by the director of department (center, class and center) and the Office of Academic Affairs.

The amount of teaching hours as a substitute teacher shall be calculated with the one as a formal teacher at the University. The extra hourly pay, if any, shall be paid by the University. As to the maximum of extra hourly pay, please follow the related regulations of calculating the hourly pay for the teachers at the University.

Article 10 Teachers, who are absent without permission or have not completed the procedures for

asking for leaves, or have not reported back after leaves, or have any untrue affairs when applying for leaves, will be regarded as being absent from work without proper reasons. Those who are not present at class without appropriate reasons or have not followed the regulations to make up classes will be deemed as being absent from class. The salary for those who are absent from work or class shall be deducted according to the number of day(s) the teachers are absent from work or class. Every one day of being absent from work or class, the annual bonus will be deducted for three days (the number of days will be counted for 1 if it is less than 1). Meanwhile, the records of absence without proper reasons will be resulting in deducted points when assessing the teacher's performances and evaluating the promotion of teacher. If the teacher has been absent from work or class for more than 28 days, the President may dismiss his/her appointment according to the related regulations.

Article 11 Teachers who have to retain the position without pay for one semester due to further education, research or other special reasons shall apply from a new semester; and those who have to retain the position without pay for one academic year shall apply from a new academic year. The teachers shall report to the President and ask for approval within one month before they want to retain the position without pay by following the procedures of administration system at the University.

Article 12 The number of permitted leaves in the Regulations shall be deducted by the number of days of weekend and holidays. However, if the term of leaves is extended because of sickness, the number of days of weekend and holidays shall not be deducted. The number of leaves shall be calculated according to the exact time on duty at the University when the teachers ask for leaves on an hourly basis.

Article 13 The Regulations adopted by the meeting of University Administration Council shall come into effect after they are ratified and promulgated by the President.