

# Regulations for Welfare Measures and Benefits at I-Shou University

Amendments to Articles 3, 5 and 6 ratified and promulgated by  
the President on March 21, 2013

- Article 1 The Regulations for Welfare Measures and Benefits at I-Shou University (hereinafter referred to as the “Regulations”) are established to improve welfare and benefits for faculty and staff members as well as boost their work efficiency.
- Article 2 The Regulations are applicable to full-time faculty members, full-time staffers, staffers assigned by the Ministry of Education, military training instructors, and contract staffers of the University.
- Article 3 The Section 2 of the Office of Human Resources shall be responsible for reimbursing the expenses through applications.
- Article 4 The University provides the following welfare measures and benefits: birthday gifts (including gift coupons or gift vouchers), subsidies for staff trips, holiday benefits, compensations for injuries due to official duties/sickness arisen from the normal situations, wedding subsidies, childbirth subsidies, funeral subsidies, and subsidies for the tuition and other required fees for faculty and staff members’ children who study at the University.
- Article 5 The budget of welfare measures and benefits shall be planned according to the financial and practical situations of the University. The standards for drawing up the budgets shall be reported by the Office of Human Resources for ratification every academic year. The procedures for planning welfare measures and for welfare applications are as follows:
1. Birthday gifts (including gift coupons or gift vouchers):
    - a. The Office of Human Resources shall prepare a list to record the information about the date of birth of faculty and staff members at the University according to the personnel data as the basis to present the birthday gifts (e.g. gift coupons or gift vouchers).
    - b. The University shall give birthday cards and gifts (including gift coupons or gift vouchers) to faculty and staff members before the date of birth in the name of the Chairman and the President. As to birthday cards, the University shall mail them to the residences of faculty and staff members.
  2. Subsidy for staff trips:
    - a. The subsidy for staff trips shall be applied for only once every year.

- b. For faculty members, departments and graduate institutes shall be the basic unit for applying for staff trips. For administrative personnel (including faculty members concurrently taking administrative positions), offices shall be the basic unit for applying for the subsidy of staff trips. However, two offices or more shall apply together if the number of participants is less than 3. Anyone who doesn't apply for the subsidy shall be regarded as giving up the right voluntarily.
  - c. Those who apply for the subsidy of staff trip shall be insured for NT\$ 1million to guarantee their safety while going out for travelling. The premiums shall be paid by the University.
  - d. Any units which plan to travel shall report the itinerary or travel plan to the President for approval after it is reviewed by the Office of Human Resources. If the itinerary or plan is changed, please notify related units in advance.
  - e. A name list and related forms are required when applying for the subsidy.
3. Holiday benefits:
- a. The amount of holiday benefits shall be calculated from the date of taking office.
  - b. The University shall give holiday benefits on Teachers' Day, Dragon Boat Festival, Mid-Autumn Festival, and Chinese New Year.
  - c. In principle, the presents for faculty and staff members shall be gift coupons or gift vouchers. The University shall pay for the expenses according to the approved budget.
  - d. A name list (including the names and signatures/seals of faculty and staff members) and related forms are required when applying for the subsidy.
4. Compensation for injuries due to official duties / sickness arisen from normal situations:
- a. Those who are injured due to official affairs and have to receive medical treatments at hospitals may receive the compensation.
  - b. Those who have been hospitalized for three days or more due to injuries or sickness arisen from the normal situations shall receive the compensation.
5. Wedding subsidy: The subsidy shall be applied for by only one person if both of the couple work for the University.
- a. Those who are eligible to apply for the subsidy shall be the ones who work for the University for more than one month, and meet the requirements as referred to in Article 2.

- b. A copy of the wedding invitation is required when applying for the subsidy. The application will be granted only after the Office of Human Resources photocopies and reviews it according to relevant regulations.
6. Childbirth subsidy: The subsidy shall be applied for by only one person if both of the couple work for the University.
- a. Those who have worked for the University for more than one month and have complied with the requirements as referred to in Article 2 may apply for the subsidy when they or their spouses give birth to a child.
  - b. A copy of the birth certificate is required when applying for the subsidy. The application will be granted after the Office of Human Resources photocopies and reviews it according to relevant regulations.
  - c. Both faculty/staff members themselves and their spouses who gave birth may apply for the subsidy.
  - d. The University shall only provide half of the subsidy if a faculty/staff member herself or his/her spouse has been pregnant for more than three months but suffers miscarriages.
7. Funeral subsidy: The subsidy shall be applied for by only one person if both of the couple work for the University.
- a. The subsidy may be applied for if faculty/staff members, or their spouses, parents or children pass away. The subsidy amount shall be determined according to the budget approved in the same year.
  - b. Applicants shall complete an application form and submit an original copy of the household registration transcript, a copy of the death certificate, and the receipts from relatives to the Office of Human Resources within one month after death. If a faculty/staff member himself or herself dies, his or her spouse, parents and children may submit an application.
  - c. The priority of beneficiaries to receive the subsidy shall be listed as follows if no priority is identified in advance: 1. Spouse 2. Children 3. Parents.
8. Subsidy for tuition and other required fees when the children of faculty or staff members are studying at the University:
- (1) Please apply according to the Regulations for Applying for Tuition & Other Required Fess for Children of Teachers & Employees Studying at I-Shou University.
  - (2) The subsidy shall be applied for by only one person if both of the couple work for the University.

Article 6 The Regulations drawn up by the Office of Human Resources become effective after being ratified by the President and approved by the Board of Trustee for future reference. The same procedure applies to any amendment to the Regulations.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.*