

# CYCU Staff Appointment and Service Rules

Passed at 2<sup>nd</sup> College Affairs Committee Meeting in the school year of 1978 on May 5, 1978  
Amended at Meeting of University Affairs Committee of 14<sup>th</sup> term on October 23, 1981  
Amended at Meeting of University Affairs Committee of 21<sup>st</sup> term on November 26, 1988  
Amended at Meeting of University Affairs Committee of 23<sup>rd</sup> term on December 1, 1990  
Amended at Meeting of University Affairs Committee of 26<sup>th</sup> term on December 4, 1993  
Amended at 2<sup>nd</sup> University Affairs Committee Meeting at 2<sup>nd</sup> semester in the school year of 1996 on June 17, 1997  
Amended at 1<sup>st</sup> University Affairs Committee Meeting at 2<sup>nd</sup> semester in the school year of 1999 on May 20, 2000  
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Amended at 1<sup>st</sup> University Affairs Committee Meeting at 2<sup>nd</sup> semester in the school year of 2002 on June 14, 2003  
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Amended at 1<sup>st</sup> University Affairs Committee Meeting at 2<sup>nd</sup> semester in the school year of 2010 on May 14, 2011  
Amended at 1<sup>st</sup> University Affairs Committee Meeting at 1<sup>st</sup> semester in the school year of 2014 on October 29, 2014  
Authorized by the Board of Directors letter under (104) Yuan-Dong-Fa-Zi No. 1040000001 dated January 6, 2015

## **Chapter I. General Provisions**

- Article 1. CYCU staff's service shall be subject to the Rules. Any matters not covered herein shall be implemented in accordance with the governmental laws and regulations about public servants and personnel on educational affairs.  
The staff member referred to herein shall mean the full-time administrative staff with pay within CYCU's organization.
- Article 2. CYCU is a catholic school, and no smoking, drinking, gambling and any other illegal activities will be permitted on campus.
- Article 2-1. CYCU's full-time staff shall comply with such gender equity laws and regulations as Gender Equity Education Act, Act of Gender Equality in Employment, and Sexual Harassment Prevention Act, et al.

## **Chapter II. Employment, Discharge and Resignation**

- Article 3. The regulations governing CYCU staff's employment and promotion shall be established separately.
- Article 4. All of the new staff shall fulfill the 3-month probation period. Upon expiration of the probation period, the relevant service unit supervisor shall review and sign the staff member member's position application form, and the staff member may be employed upon authorization of the Principal via the Office of Human Resource.
- Article 5. The new staff shall complete the registration form to report on for duty with the service unit and Office of Human Resource pursuant to CYCU's requirements.
- Article 6. Where the staff member wishes to resign with causes, they shall submit the application for resignation within one month prior to the resignation, and may resign upon approval and completion of the resignation formalities.

### **Chapter III. Salary and Welfare**

Article 7. The regulations governing CYCU staff's salary and remuneration shall be established separately.

Article 8. The regulations governing CYCU staff's application for dormitory and parking lots shall be established separately.

Article 9. Any of CYCU staff are entitled to the relevant benefits offered by CYCU.

### **Chapter IV. Attendance**

Article 10. CYCU staff shall attend to their work within the prescribed time limit, unless they take business trips or apply for personal leave or sick leave. Staff members who fail to do so shall be held as absent from work without leave. Staff members who have been absent from work without leave for more than seven (7) days in a semester shall be dismissed or discharged from their post.

Article 11. The staff member holding the position as the second-level supervisors (inclusive) and below shall sign in personally on time. Where the staff member have others sign in on behalf of them, both parties shall be recorded an official demerit. Staff members who fail to sign in shall apply for leave pursuant to the relevant requirements; otherwise, they shall be held absent from work without leave.

Article 12. Any of CYCU staff who leaves his/her work earlier automatically shall be held absent from work without leave for half a day.

Article 13. Where the reasons stated by any CYCU staff member who is late for work with special causes is approved by the unit supervisor, the staff member may be permitted to sign in retroactively.

### **Chapter V. Business Trips**

Article 14. CYCU staff application for leave is stated as follows:

1. Personal leave (including family care leave): seven (7) days to be granted per school year; where the leave is more than the prescribed days, the pay (salary) shall be deducted for each overdue day.
2. Sick leave (including menstruation leave): twenty-eight (28) days to be granted per school year; such leave more than seven (7) days shall be attached with hospital's certificate. Where the staff member's sick leave is more than the specific time limit due to serious illness, the staff member may apply for an extension upon approval of the Principal, provided that the extension shall be no more than six (6) months. Where the faculty still cannot return back after the leave of absence, they shall apply for the leave without pay, or retirement or layoff pursuant to laws. The faculty who apply for the leave without pay shall apply for retirement or layoff if they still have not recovered for more than one

- (1) year since the commencing date of the leave without pay.
3. Marriage leave: 14 days for marriage leave. The marriage leave shall be taken within one (1) month from the date of registration of the marriage, except for those who are approved by the school to postpone the leave or grant the leave within five (5) days prior to the marriage with special reasons
  4. Maternity leave, miscarriage leave, pre-maternity leave and paternity leave: eight (8) days of pre-maternity leave is given to the expectant staff before delivery, which may be requested in installment and disallowed to be retained after the delivery; forty-two (42) days of maternity leave is given after the delivery; forty-two (42) days of miscarriage leave is given to those who have miscarriages after the pregnancy for more than five (5) months; twenty-one (21) days of miscarriage leave is given to those who have miscarriages after the pregnancy for no more than five (5) months; fourteen (14) days of miscarriage leave is given to those who have miscarriages after the pregnancy for less than three (3) months. The maternity leave and miscarriage leave shall be taken at one time without deduction of summer or winter vacation days. If necessary, partial maternity leave can be requested before delivery when the pre-maternity leave, if any, has all been taken, provided that it shall not be more than 21 days. The number of maternity leave being taken before delivery must be deducted from miscarriage leave, in the case of miscarriage. The male staff member whose spouse gives birth shall be granted the three (3) days of paternity leave, which may be requested in installment but shall be taken within three (3) days before or after the date of delivery. The leave may be postponed if it falls on any regular day off.
  5. Funeral leave: fifteen (15) days in the case of death of parents or spouse; ten (10) days in the case of death of step parents, spouse's parents, or children; five (5) days in the case of death of great grandparents, grandparents, spouse's grandparents (step grandparents), or siblings. The funeral leave may be taken in installments, provided that it shall be taken within 100 days as of the death.
  6. Occupational sick leave: In the event of sickness or injury caused in the performance of job duties or in the daily journey for work, which requires recuperation or medical treatment, the faculty shall submit hospital's certificate and the leave shall be granted subject to the medical treatment, which shall be no more than two (2) years. Where the faculty still cannot return back after the leave of absence, they shall apply for the leave without pay, or retirement or layoff pursuant to laws. The faculty who apply for the leave without pay shall apply for retirement or layoff if they still have not recovered for more than one (1) year since the commencing date of the leave without pay.
  7. Official leave: The official leave shall be granted in any of the following circumstances:
    - (1) Attendance to assemblies convened by governments;
    - (2) Attendance to military service assemblies pursuant to laws;
    - (3) Attendance to government-organized elections and voting;
    - (4) Attendance to training courses or conference and continue education for

- no more than one (1) year;
- (5) Assigned to attend meetings, visits or activities;
  - (6) Attendance to various meetings or activities related to their functions as approved upon receipt of the invitation from domestic/foreign entities and groups;
  - (7) Attendance to government-sponsored examinations related to their job responsibilities, upon the school's prior approval;
  - (8) Attendance to the activities organized by CYCU, upon the school's prior approval;
  - (9) Attendance to hearing as witness or to defend to perform their statutory obligation, upon the school's prior approval;
  - (10) Quarantined by various health competent authorities due to notifiable diseases, with the exception that the faculty suffer from the disease due to causes attributed to themselves;
  - (11) The faculty who are the indigenous peoples can take leave classified as the indigenous peoples' annual ceremonies/holidays in accordance with the official holidays calendar posted by Council Of Indigenous Peoples, Executive Yuan.

The personal leave, sickness leave and pre-maternity leave referred to in the preceding paragraph shall be calculated on an hourly basis. The marriage leave, partial maternity leave, paternity leave and funeral leave shall be taken at least half a day at one time. The leave more than eight (8) hours shall be counted as one (1) day. The faculty member who have been appointed for no more than one (1) year is eligible for the personal leave and sick leave prorated by the number of months of their service within the relevant year. The female staff members who require the prevention of miscarriage upon physician's diagnosis may apply for pre-maternity leave and partial maternity leave, in addition to sick leave (extension of sick leave) in the duration of treatment, caring or recuperation.

Article 15. Official business trips and official leave are required as following:

1. Official business trip: The faculty who are assigned to deal with official business out of the school to meet the need of the school's official business (including execution of the inter-school/intra-school plans and academy-industry cooperation projects) shall be deemed taking the official leave and entitled to claim the business trip allowance (which shall be borne by the various projects and academy-industry cooperation projects, if the business trip is granted in order to execute the projects and cooperation projects). The business trip allowance criteria shall be established separately.
2. Official leave: The official leave granted in accordance with Paragraph 1(7) of Article 14 herein shall not claim the business trip allowance.

Article 16. The various leave types referred to Article 14 herein shall exclude the regular days off and holidays. Notwithstanding, the extension of sick leave shall not exclude the regular days and holidays.

- Article 17. The 1<sup>st</sup>-level supervisors' application for leave (including official business trips) shall be subject to approval of the Principal. The other staff's application for leave no more than 3 days shall be subject to the unit supervisor's prior approval. The leave no more than seven (7) days shall be subject to the prior approval of the 1<sup>st</sup>-level supervisor. The leave for more than seven (7) days shall be subject to the prior approval of the Principal. The official business trip less than four (4) days shall be subject to the prior approval of the 1st-level supervisor, and that more than four (4) days shall be subject to the prior approval of the Principal.
- Article 18. The staff member who wishes to apply for leave shall file the application and finds a proxy acting on behalf of him/her before the leave, or the unit supervisor shall designate a proxy acting on behalf of him/her. The short-term proxy will not be paid any allowance, provided that the proxy may receive allowance if the staff member takes the official leave, sickness leave, maternity leave or partial maternity leave for more than two weeks consecutively. Where it is impossible to designate the proxy from the existing personnel, a competent proxy may be selected separately and paid the allowance. The operating directions for the proxy shall be established separately.
- Article 19. The personal leave, sickness leave and days off throughout a school year shall be counted from August 1 of the current year until July 31 of next year, provided that the staff member who are on board or resign in the middle of a school year, the number of days of each leave shall be calculated on a pro rata basis.
- Article 20. Where the extension of sick leave requested by CYCU's staff has not yet expired at the end of a school year, the remaining portion may be deferred until the next school year. Where the staff member still have not yet recovered from the sickness within the combined period of the sick leave and extension thereof amounting to half a year, the staff member shall apply for the leave without pay pursuant to Paragraph 1(2) of Article 14 herein or for retirement or layoff pursuant to laws. The faculty who apply for the leave without pay shall apply for retirement or layoff if they still have not recovered for more than one (1) year since the commencing date of the leave without pay.
- Article 21. The staff member who take leave without approval or fail to return back after the leave of absence shall be held absent from work without leave.
- Article 22. The Office of Human Resource shall gather the statistics for the staff member's attendance and report the same to the Principal for review, and notify the same to the various division/office supervisors and the staff member per se.
- Article 23. Staff members who are proven to lie about the cause of leave shall be dismissed.

## **Chapter VI. Leave of Absence**

Article 24. CYCU staff's leave types are stated as following:

1. Weekends
2. National holidays
3. Service leave
4. Other holidays

Article 25. The service leave are limited to the following:

1. Staff members who have served for one (1) year consecutively shall be granted the service leave for seven (7) days each year as of 2nd year.
2. Staff members who have served for three (3) years consecutively shall be granted the service leave for fourteen (14) days each year as of 4th year.
3. Staff members who have served for six (6) years consecutively shall be granted the service leave for twenty-one (21) days each year as of 7th year.
4. Staff members who have served for nine (9) years consecutively shall be granted the service leave for twenty-eight (28) days each year as of 10th year.
5. Staff members who have served for fourteen (14) years consecutively shall be granted the service leave for thirty (30) days each year as of 15th year.
6. The leave shall be requested on an hourly basis. The leave more than eight (8) hours shall be counted as one (1) day.
7. Where it is impossible to take the leave in the current school year or the staff member is willing to retain the leave voluntarily, the leave may be retained until the next school year only.
8. Where Staff members who have been ordered to retire when attaining the retirement age cannot use up the leave applicable to them in the current school year (including bonus leave), the residual days of leave and holidays (less the days of personal leave/sick leave already taken in the school year) can be compensated at a rate of NT\$1,000 per day. The period less than one (1) day shall be counted as half a day, and the leave to be compensated shall be no more than thirty (30) days.

## **Chapter VII. Performance Appraisal, Punishment & Reward**

Article 26. The regulations governing CYCU staff's performance appraisal and punishment & reward shall be established separately.

## **Chapter VIII. Retirement, Death Benefits and Layoff**

Article 27. The regulations governing CYCU staff's retirement, death benefits and layoff shall be established separately.

## **Chapter IX. Bylaw**

Article 28. The Rules are passed by the university affairs meeting and shall be promulgated and enforced upon authorization of the Board of Directors.