

# **YZU Regulations for Faculty And Staff's Position Retained Without Pay**

Passed by the 20<sup>th</sup> Administrative Committee of the 1989 School Year, May 7, 1990  
Amended by the 5<sup>th</sup> Administrative Committee of the 1996 School Year, December 16, 1996  
Amended by the 6<sup>th</sup> Administrative Committee of the 2000 School Year, January 15, 2001  
Amended by the 15<sup>th</sup> Administrative Committee of the 2002 School Year, April 28, 2003  
Amended by the 8<sup>th</sup> Administrative Committee of the 2005 School Year, January 2, 2006  
Amended by the 22<sup>nd</sup> Administrative Committee of the 2007 School Year, July 21, 2008  
Amended by the 23<sup>rd</sup> Administrative Committee of the 2021 School Year, May 25, 2022  
Amended by the 21<sup>st</sup> Administrative Committee of the 2023 School Year, June 26, 2024

Article 1 “YZU Regulations for Faculty and Staff’s Position Retained Without Pay” (hereafter, ‘the regulations’) are established to enhance academic and practical interactions, take into account the personal and family needs of faculty and staff, and to look after teaching quality and administrative efficiency as well.

Article 2 Faculty and staff who have served at University for two years and are under one of the following conditions may apply for position retained without pay:

1. Those who asked for sick leave that has reached the extension limit (regulated in “YZU Regulations for Faculty And Staff’s Leave of Absence”) and failed to come back to work;
2. Any parents of the applicant and her/his spouse in need of care due to oldness or catastrophic illness; the spouse or any of the children of the applicants in need of care due to catastrophic illness;
3. Pregnancy with the need for long-period recuperation for the fear of abortion, or those taking care of infants aged under 3;
4. Other significant personal affairs requiring the applicant’s long-term leave;

Paragraph 1 and 3 of this article does not apply to the requirement that faculty and staff shall have served at University for two years.

Article 3 The period of position retained without pay is limited to one year and shall be extended for one more year if necessary (except for Paragraph 3 of Article 2). The one-year rule does not apply to those who leave due to catastrophic illness, but the aggregate period of leave shall not exceed three years.

For those who apply for position retained without pay under the condition mentioned in Paragraph 3 of Article 2, the period is limited to two years and shall be extended for one more year until the baby is three years old if necessary.

Article 4 Those who apply for position retained without pay under the condition mentioned in Paragraph 1 and 2 of Article 2 shall submit a certificate of diagnosis of public or medical

teaching hospitals.

Article 5 Application methods for position retained without pay:

1. Applicants shall submit application forms and necessary documents with explanations one month prior to the application, except for urgent issues. The duration of leave without pay is based on one semester as a unit for faculty and one month for staff. If there are other regulations that provide otherwise, the University shall process applications in accordance with the relevant regulations.
2. Faculty shall get the department meeting's permission first and then get the College Dean's approval; staff shall get the office director's approval. Then application shall be submitted to Personnel Office for examination and will be effective after getting President's approval (except for the condition mentioned in Paragraph 4 of Article 2 which shall be examined by Administrative Committee).
3. Applications for extended duration shall be processed in according with the previous paragraphs.

Article 6 For those who involved in any civil or criminal cases with crucial issues (criminal cases which are not serious enough to reach the standard of dismissal), University may order the persons concerned to apply for position retained without pay. They may apply for reinstatement after the lawsuit cases are closed.

Article 7 In principle, faculty members applying for position retained without pay shall not exceed ten percent of the total number of full-time professors in the college of the same period; staff members shall not exceed fifteen percent of the total number of full-time organizational staff. For every additional ten staff, one more staff is allowed for the administrative office staffing complement with ten full-time staff or below. But the total number of staff allowed shall not exceed fifteen percent of the total number of full-time staffing complement. When the number of employees applying for position retained without pay reaches the limit, those who shall be granted for position retained without pay according to government laws and regulations are not subject to the aforementioned restrictions.

Applicants shall process the affairs for hand over as well as the matters of the exit procedure after being granted for position retained without pay.

Article 8 Faculty's courses shall be substituted by other faculty or new appointed part-time faculty during the period of for position retained without pay. The department (graduate school) shall not increase the number of full-time faculty because of this reason. Staff's duties shall be substituted by existing staff or temporarily appointed contract-based staff during the period of position retained without pay. The office shall not increase the quota of full-time staffing complement because of this reason.

Article 9 Civil Servant and Teacher Insurance, Labor Insurance, National Health Insurance, and the

performance evaluation shall be processed in accordance with relevant regulations during the period of position retained without pay. Those who continue subscribing those insurances shall keep paying personal contribution of those insurances per month and University shall keep paying the school's contribution as well.

Article 10 The reinstated personnel shall not require University to pay the subsidies (including the cash gift, the consolation, and the subsidies for financial plan after retirement. However, the year-end bonus of the school year that includes the period of position retained without pay shall be granted for a bonus of the proportion of actual in-service months.

Article 11 The period during the position retained without pay shall not be calculated into the applicant's seniority; however, the period before the position retained without pay shall be calculated.

Article 12 Faculty and staff under the following conditions are deemed as resignation and shall not apply for reinstatement again:

1. the applicant is working in another institution during this duration (except for the conditions mentioned in Article 6);
2. taking advanced studies that are not relevant to the approved application;
3. not applying for reinstatement pursuant to relevant rules upon the expiry of the leave;

Article 13 Please submit the reinstatement application to Personnel Office at least 20 days before the expiry of the period or after the reasons of position retained without pay are gone.

Those who apply for resuming their jobs before the end of the leaves shall be scheduled on the basis of a semester and shall apply to Personnel Office two months before the beginning of the semester and shall get the approval from the department chairman first before to be processed under the president's verification.

Article 14 The reinstated personnel shall be given with the original job title and salary, shall work for the original department/office, but the school may make adjustments based on the actual needs whenever necessary.

Article 15 These regulations are adopted by Administrative Committee, as shall amendments when they are made.

**The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.**