

教職員工留職停薪辦法

Guidelines for Position Retained without Pay of Wenzao Ursuline University of Languages

第一條 本校為關懷教職員工生活，安定工作情緒，協助解決特殊事故，兼顧教學品質與行政效能，特訂定「文藻外語大學教職員工留職停薪辦法」(以下簡稱本辦法)。

Article I. For the purposes of solving the problems of specific issues concerning the lives of faculty, keeping their working mood free of worry and achieving the desired teaching quality, as well as the effects of administration, the Guidelines for Position Retained without Pay are made accordingly (hereinafter named “Guidelines”).

第二條 本辦法所稱留職停薪，係指教職員工因育嬰、侍親、進修及其他情事，經學校核准離開原職務而保留職缺及停止支薪，並於規定期間屆滿或留職停薪原因消失後，復職復薪者。

Article II. The classification of these Guidelines includes application for parental leave, family leave, continuing education or other issues; the requests of the applicants are approved by the school to be away for awhile and their positions will be retained without pay. After the applied duration or when the reason of application no longer exists, the applicant should apply to resume his/her original position with pay.

第三條 本辦法適用對象為在本校服務滿3年以上之編制內專任教職員工，但因第五條第三款或情況特殊經專案簽准者不在此限。

Article III. The Guidelines are suitable for full-time faculty who served the school for more than 3 years; hence, applicants for parental leave described in (3) of Article V or approved specific cases are excluded in this Article.

第四條 符合前條資格之編制內專任教職員工下列情形之一者，得申請留職停薪：

Article IV. Full-time faculty mentioned in Article III who conforms to the following conditions can apply for the position retained without pay:

一、依本校教師、職工進修實施要點規定，核准留職停薪之國內外進修或研究者。

1. Application for continuing education or further study domestically or abroad which is approved according to Rules Governing Continuing Education for Faculty of the school

二、依本校教師借調服務實施原則規定，核准借調者。

2. Application for transferring to other schools which is approved based on Rules Governing Teacher Transfer Service

三、本人因病須長期療養者。

3. The applicant requires long-term medical treatment

- 四、本人或配偶之直系血親尊親屬老邁或重大傷病須侍奉者。
4. Application for family leave: the applicant has to take care of his/her aged or sick lineal relatives or those of his/her spouse
- 五、配偶或子女重大傷病須照護者。
5. Application for family leave: the applicant has to take care of his/her child or spouse who is severely ill
- 六、配偶因公派赴國外工作，其期間在 1 年以上須隨同前往者。
6. The spouse of the applicant is dispatched abroad for work and the duration is more than one year
- 七、養育 3 足歲以下子女者。
7. The applicant has to take care of his/her infant aged under 3.
- 八、其他特殊需要，經專案簽准者。
8. Other approved specific cases

第五條 留職停薪期限：

Article V. Duration of the position retained without pay

- 一、因進修、借調申請留職停薪，依本校相關辦法規定。
1. Due to continuing education or being transferred to another school, the application is made based on the related regulations of the school.
- 二、因病申請留職停薪，應檢具地區以上教學醫院之診斷證明，載明須長期休養治療者，依本校請假規則相關規定辦理。留職停薪之期限，教師以聘約有效期間為限，職員以一學年為限。
2. An application made based on illness, a medical certificate from the hospital of the medical university with regard to the duration of treatment has to be submitted based on Regulations of Leave-Taking. For teachers, the length of time is based on the contract; for staff, it is one year only.
- 三、因育嬰申請留職停薪，依就業保險法、性別工作平等法或相關規定辦理。
3. For an application for parental leave, processed in accordance with the Employment Service Act, the Act of Gender Equity in Employment, or the relevant regulations.
- 四、因第四條第四、五、六、八款申請留職停薪，應述明理由並附具必要之證明文件，教師以學期為單位，職員工以月為單位。每次至多 1 年（2 學期），必要時得延長 1 年（2 學期）。特殊情形提出相關資料以專案簽請校長核准者不在此限。
4. The applicants have to submit necessary documents with explanation for applications described in (4, 5, 6, 8) of Article IV; the duration is based on one semester as a unit for teachers and one month for staff. Each application is a maximum of one year (two semesters); if necessary, one more year (two semesters) can be extended. Excluding specific cases

are ratified by the President.

第六條 教職員工申請留職停薪，除緊急事故外，應於留職停薪前2個月由當事人檢具事實證明文件，經單位主管同意，人事室初審，陳請校長核准後，始得辦理。

前項申請如須經由相關會議審議者，需按規定完成審議程序。

Article VI. Applicants should submit related documents to the Personnel Office two months prior to the application, except for urgent issues. After receiving approval from unit head and the Personnel Office, as well as being ratified by the President, the implementation can be started.

If the application has to be approved by a related Committee meeting, the process should be run accordingly.

第七條 教職員工凡涉及民事、刑事案件，因案情複雜（刑事案件尚未構成免職者），本校得經教師評審會或職工評審會之決議，逕行命令涉訴訟案件人員，辦理留職停薪；俟結案後，依訴訟結果申請復職。

Article VII. Faculty involved in complicated civil or criminal dispute (the case is not yet about making the person redundant) is commanded to take leave of position retained without pay, based on the determination made by the Faculty Evaluation Committee or Staff Evaluation Committee. After the case is closed, according to the litigation result, the person could apply for resuming his/her original position.

第八條 全校教師同時留職停薪名額，不得超過專任教師總額之10%；職員工至多不得超過職員工總額之5%。申請者所屬主管得斟酌申請人需要及兼顧教學品質、業務狀況等因素，適當變更留職停薪起迄日。奉准留職停薪人員，依照離職手續辦理各項交接事宜。

Article VIII. The numbers of teachers who apply for a position retained without pay shall not be more than 10% of the total of the full-time teachers of the school. The number of staff shall be less than 5% of the total numbers. The superintendent of the applicant retains the right to change the duration appropriately under consideration of teaching quality, business and specific status. The applicant who receives approval shall follow the process of resigning and arrange the handover.

第九條 留職停薪期間，教師所任課程由其他教師或另聘兼任教師代理，所屬單位不得因此增加專任教師員額。職員工所留職務得聘用臨時人員或由現職人員代理，不得因此增加專任職員工員額。

Article IX. During this period, teachers' classes will be taken care of by substitute teachers or part-time teachers; no additional full-time teachers shall be recruited for this unit. Staff's assignments shall be taken care of by his/her deputy or temporary employees shall be recruited; no additional full-time staff shall be recruited.

第十條 教師兼各級主管者，留職停薪期間應辭去主管兼職。職工申請留職停薪，如為主管者應先轉任非主管職務。

Article X. During this period, faculty who are part-time first/second level of superintendents should resign from their duty.

第十一條 留職停薪期間公保、勞保及健保依有關法令規定辦理。留職停薪期間選擇繼續加保者，除育嬰留職停薪外，當事人應自行繳納全額保費，可採按月固定、學期繳付或一次付清，以利相關單位作業。

Article XI. During this period, government employee and school staff insurance (GESSI), labor insurance and health insurance will be implemented accordingly, based on related laws. If the applicant prefers to continue paying the insurance premium, either the total amount for the entire duration or the amount per month or semester should be paid directly to the Cashier Section.

第十二條 留職停薪期間之年資於辦理成績考核、敘薪及退休時均不予採計。

前項留職停薪前後之年資，於辦理教師升等、教育部資深優良教師獎勵及退休資遣時，得視為連續。

Article XII. During this period, seniority at work will not be counted, but the process of performance evaluation and salary assessment will still be carried out.

The seniority at work before and after the application will be counted continually, including teachers' promotion, recognition of outstanding senior teachers of MOE, retirement and those made redundant.

第十三條 除按本校其他相關辦法辦理留職停薪者，依其規定外，留職停薪人員應於留職停薪期滿前 1 個月或留職停薪原因消失後 20 日內，向人事室申請復職。

留職停薪原因消滅或屆期未辦理復職者，除另有規定及有不可歸責於留職停薪人員之事由外，視同辭職。

Article XIII. Faculty who apply for retained position without pay shall ask to resume their position one month prior to its termination or within twenty days after the reason no longer exists, and should apply for resuming their position to the Personnel Office according to other related regulations of Wenzao.

If the reason for the retained position without pay no longer exists, or the applicant does not apply to resume his/her position in due course, beyond other related regulations of the school and issues occurring which indicate that the applicant cannot be blamed, he/she will be perceived as a resigned employee.

第十四條 教職員工非依本校相關法規申請獲准，而於留職停薪期間自行任職其他機構，或有其他與申請事由抵觸之行為者，均視同自動辭職，不得再提出復職之申請。

Article XIV. Faculty who received approval based on regulations which are not made by the school and the applicant is working in another institution during this duration or whose behavior contradicts the reason in his/her application will be automatically perceived as a resigned employee; no application for resuming the position is allowed.

第十五條 以進修或研究名義申請留職停薪，屆期未復職者，應依本校進修辦法之規定賠償。

Article XV. For a teacher who applies for a retained position without pay in terms of continuing education or further study, if the applicant does not come back to the school after the duration, compensation will be required based on the Regulations of Continuing Education.

第十六條 復職人員以恢復原有之職稱、任職單位及留支原薪為原則，但本校得視實際情況調整之。

Article XVI. After the applicant is back in school, in principle, his/her original position, unit and salary would be retained; however, adjustment will be conducted based on the actual status.

第十七條 留職停薪人員於留職停薪期間仍具本校教職員工身分，如有違反教師法或其他法令及本校相關辦法規定之情事者，人事室得依有關法規處理。

Article XVII. During this period if a faculty possessing the identification of the school violates the Teachers Act, or other laws, or related regulations of Wenzao, penalization will be carried out by the Personnel Office.

第十八條 本辦法未盡事宜，悉依本校有關規章之規定辦理。

Article XVIII. If there is any unaccomplished matter, related regulations of Wenzao will be referred to.

第十九條 本辦法經行政會議通過，陳請校長核定後公布施行，修正時亦同。

Article XIX. These Guidelines become effective after they are approved by the Executive Committee meeting and ratified by the President. Amendments must follow the same procedure.