

CYCU Regulation on the Position Retained Without Pay of the Faculty, Staff, and the Workers

2023.5.4 1011th Executive Council Amended.

Article 1

In order to take into account the personal and family needs of the faculty, staff, and the workers, and also give consideration of the teaching quality and administrative efficiency as well, Chung Yuan Christian University (hereinafter referred to as the university) has specifically stipulated the Chung Yuan Christian University Regulation on the Position Retained Without Pay of the Faculty, Staff, and the Workers (hereinafter referred to as the regulation).

Article 2

Unless provided by other laws and regulations otherwise, the position retained without pay of the faculty, staff, and the workers at the university applies to the regulation.

Article 3

The regulation is applicable to the faculty, staff, and the workers who have continuously served the university at least three years and more, however, visiting faculty, short-term faculty, extended service faculty, teaching assistants and contracted personnel will not apply.

Article 4

The faculty, staff, and the workers may apply for the position retained without pay if one of the following circumstances occurs:

1. I need to recuperate due to major illness and injury, to handle, faculty under the CYCU Faculty Appointment and Service Rules, staff under the Staff Appointment and Service Rules, and the workers under the Workers Management Rules, and then may apply for the position retained without pay, the number of times of applications during the term of office is limited to three times.
2. My or spouse's lineal blood ascendant relative needs to be served due to major illness and injury, or spouse or children need to be cared for due to major illness and injury, the number of times of applications during the term of office is limited to three times.
3. Give lectures abroad selected by an agency of government or a well-known domestic or foreign institution, or assigned by the university based on the needs for

teaching and research.

4. The one whose seniority of service years has reached ten years or more and applies for the position retained without pay due to personal reasons, the number of times of applications during the term of office is limited to twice.

5. The circumstances do not fall within the first to the fourth paragraphs in this section, but with the approval of the president.

The number of times of applications for the position retained without pay based on the reasons specified in the preceding section shall be counted separately.

Article 5

The period of position retained without pay shall be based on one semester as a unit, and shall be two semesters at most per time. It may be extended by two semesters when necessary, but the number of times of extension periods shall be counted separately.

Article 6

Not until having continuously served to the university after returning on campus when completion of the position retained without pay under the regulation for at least three years or more may the faculty, staff, and the workers apply for another position retained without pay under the regulation again. However, if other laws and regulations provide otherwise, the relevant provisions shall apply.

Article 7

The application for position retained without pay of the faculty, staff, and the workers shall be submitted two months prior to the position retained without pay, through the consent of his or her supervisor, to request the president for approval.

Article 8

If several applicants at the same unit during the same period apply for the position retained without pay, it must take into account the teaching and business conditions to check and handle.

Article 9

The position retained without pay personnel shall reinstate to the office on the next day of the date the position retained without pay expires. However, if the reason for position retained without pay vanishes or returning on campus to serve in advance during the period of position retained without pay, he or she shall first of all request for approval and then reinstate to the office on the next semester starting day.

The human resources office shall notify in advance the position retained without pay personnel two and a half months prior to the expiration of the period of position retained without pay; the position retained without pay personnel shall apply to the human resources office for reinstatement two months prior to the expiration of the period of position retained without pay; not having been reinstated after the period expires, unless there is act of God situation, will be deemed as resignation.

Article 10

When the faculty are in the period of position retained without pay, the courses offered shall be acted by other faculty or appoint another part-time faculty, and the affiliated departments may not thus increase the number of full-time faculty.

When the staff and the workers are the period of position retained without pay, the affiliated units may hire temporary personnel or assign current personnel to act, and may not thus increase the number of full-time staff and workers.

Article 11

The faculty, staff and the workers who concurrently serves as supervisors shall resign the concurrent supervisor positions during the period of position retained without pay.

Article 12

Remunerations, children's education subsidies, overseas vacation trips, self-strengthen activities, group insurance, various subsidies of welfare mutual funds, etc. of the faculty, staff, and the workers will all be suspended to pay during the period of position retained without pay.

The one who meets the application conditions for funeral subsidy during the period of position retained without pay may apply for it.

During the period of position retained without pay of faculty, staff, and the workers, public servant and educator insurance, labor insurance, and national health insurance shall be handled in accordance with the provisions of the respective insurance laws and regulations.

The seniorities of the faculty, staff, and the workers during the period of position retained without pay will all not be counted when handling performance review, salary assessment, promotion and retirement. However, the retirement seniorities of the faculty during the period of position retained without pay will be counted.

Article 13

This regulation has been passed by the executive council and reported to the president for promulgation and implementation, and the same will also apply when

amendments.

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