

CYCU Temporary Direction for the Apportionment of Year-end Bonus of Faculty, Staff and the Workers

2020.11.09 10910th Executive Coordination Council Passed.

1. In order to stimulate working morale, improve teamwork performance, and fairly handle year-end bonuses, Chung Yuan Christian University (hereinafter referred to as the university) especially stipulates this temporary direction.

2. The apportionment objects of the year-end bonuses shall be the faculty, staff, contracted personnel, and workers at the university who are current full-time and retired, severance, or dead in the middle of the year.

3. Calculation criteria for the year-end bonus:

(1) The number of service months is calculated based on the actual number of working months. If the working days are less than a full month but more than fifteen days (inclusive), it will be counted as one service month, those with working days less than fifteen days will not be included in the calculation; if there is any increase or decrease in the supervisor allowances of the faculty and staff, the allowances will be respectively calculated in proportion based on the actual number of service months of the year.

(2) For those who conduct the position retained without pay, extended sick leave, secondment, or report to office in the middle of the year, it will be apportioned in proportion based on the actual number of service months in the year.

(3) The personnel who depart and resume to office in a year will be apportioned in proportion based on the actual number of service months after their resumption.

4. Apportionment criteria for the year-end bonus:

(1) Faculty: the total amount of basic (seniority) pay and academic and supervisory allowances received in December of the current year.

(2) Staff: the total amount of basic (seniority) pay and professional and supervisory allowances received in December of the current year.

(3) Contracted personnel: the total amount of monthly remuneration and supervisor allowances received in December of the current year.

(4) Workers: the total amount of basic (seniority) pay and professional allowance received in December of the current year.

The apportionment criteria for the position retained without pay, extended sick leave, and secondment personnel will be based on the total amount of the salary received respectively in the last month on the office.

The year-end bonus shall be processed mutatis mutandis in accordance with the apportion quota for the current year set by the Directorate-General of Personnel and Administration of the government, and the university may consider the financial situations of the current year to appropriately increase or decrease it.

5. If one of the following circumstances occurs, the year-end bonus will be temporarily suspended:

- (1) Dismissal of appointment (employment), suspension of appointment, or non-renewal of appointment which is still in the approval process.
- (2) Violations of the national laws or regulations or provisions of the university which have been verified to be accurate and are still in the dealing process.
- (3) One who has been suspended due to a case and the reasons for his or her suspension have not been vanished.

6. If one of the following circumstances occurs, the year-end bonus will be apportioned by three-fourth of the total amount:

- (1) One has been sentenced in a criminal verdict in the year with a penalty of two months or more but less than six months.
- (2) One has received disciplinary sanctions in the year with records of one demerit or more but less than two demerits in total.

7. If one of the following circumstances occurs, the year-end bonus will be apportioned by a half of the total amount:

- (1) One has accumulated absenteeism records in the year for four days or more.
- (2) One has been ranked class-C in the performance evaluation of the previous academic year.

8. If one of the following circumstances occurs, the year-end bonuses will not be apportioned:

- (1) One whose total number of personal and sick leaves in the year reaches forty-five days or more, except the one who officially request the president for an approval to extend the sick leave.
- (2) One has received disciplinary sanctions in the year with records of two demerits or more in total.
- (3) One has been sentenced in a criminal verdict in the year with a penalty of six months or more.

9. The year-end bonus will be apportioned ten days before the spring festival in

principle. The university may make another apportion date based on the financial situations and actual needs of the current year.

10. Matters not covered in this temporary direction shall be handled in accordance with the provisions of the university and relevant laws and regulations of the government *mutatis mutandis*.

11. This temporary direction has been passed by the Executive Coordination Council and reported to the president for promulgation and implementation, and the same will also apply to amendments.

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