

National Yunlin University of Science and Technology Guidelines for Domestic Leave Subsidy for Faculty Members Holding Concurrent Administrative Positions

Approved at the 5th Administrative Meeting of the 2022 Academic Year on January 10, 2023

1. These guidelines are established in accordance with Paragraph 4 of Article 8 and Paragraph 3 of Article 11 of the "Faculty Members' Leave Regulations".
2. These guidelines apply to full-time faculty members, professional technicians, and Military Training Instructors (hereinafter referred to as faculty members holding concurrent administrative positions) who hold concurrent administrative positions as stipulated in the organizational regulations of YunTech and receive additional pay for these positions.
3. Faculty members at YunTech holding concurrent administrative positions may combine their years of service at public and private schools in Taiwan to qualify for leave. Those who have served for one academic year are entitled to seven days of leave from the second academic year onwards; those who have served for three academic years are entitled to fourteen days of leave from the fourth academic year onwards; those who have served for six academic years are entitled to twenty-one days of leave from the seventh academic year onwards; those who have served for nine academic years are entitled to twenty-eight days of leave from the tenth academic year onwards; those who have served for fourteen academic years are entitled to thirty days of leave from the fifteenth academic year onwards.

Faculty members who are newly appointed and assigned to hold concurrent administrative positions one month after the start of the academic year, and continue to hold these positions in the following academic year, may be granted leave in proportion to the number of months they were in service during the academic year of their appointment. Those who continue to hold these positions from the third academic year onwards are granted leave in accordance with the previous provision.

Except for newly appointed faculty members, those who hold concurrent administrative positions for less than one academic year during the academic year are granted leave days in proportion to the actual number of months they held these positions, in accordance with the first provision. If the calculated proportion is less than half a day, it is counted as half a day; if it is more than half a day but less than a full day, it is counted as a full day.

4. Faculty members holding concurrent administrative positions who are entitled to ten or fewer days of leave in the academic year should take all their leave; those who are entitled to more than ten days of leave should take at least ten days leave. Those who are entitled to leave but do not take it are not eligible for overtime pay for unused leave.

Leave days beyond the required number of leave days in the previous provision that are not taken during the academic year cannot be carried over. If leave cannot be taken due to official duties, overtime pay for unused leave may be granted in accordance with regulations, and the process should be completed at the end of the academic year.

5. When faculty members at YunTech holding concurrent administrative positions apply for domestic leave, they shall be granted leave subsidies according to the following methods. The necessary funds shall be evenly allocated from the personnel costs and other related expenses in YunTech's annual budget:

(1) For the part of leave that should be taken (ten days or less): It shall be processed in accordance with Point 5, Item 1, Subparagraph 1 of the Improvement Measures for Leave of Civil Servants of the Executive Yuan and its Subordinate Central and Local Agencies.

(2) For the part of leave beyond the required number of leave days: A leave subsidy of 600 NTD per day shall be granted according to the number of domestic leave days. If it is less than a full day, the subsidy shall be granted in proportion to the number of leave hours, and the total shall be calculated at the end of the academic year.

If there is no leave entitlement or the leave entitlement is less than two days in the academic year, a subsidy equivalent to two days of leave should be granted, and shall be subsidized through the self-utilization method via credit card spending according to the Improvement Measures for Leave of Civil Servants of the Executive Yuan and its Subordinate Central and Local Agencies. However, if leave subsidies have already been granted in the same academic year before taking up the position, they shall be deducted.

6. Those who hold concurrent administrative positions in more than one unit at

YunTech are only eligible for leave and leave subsidies for one position.

7. These guidelines may be applied to project teachers employed by YunTech's school fund who hold concurrent administrative positions within the organization.

8. Matters not covered by these guidelines shall be processed in accordance with relevant laws and regulations.

9. These guidelines shall be implemented after being passed at the Administrative Meeting and approved by the President, and the same applies to amendments.