

# National Cheng Kung University Leave Allowance for Employees Governed by the Labor Standards Act

Jan. 1, 2017

Leave type	Days of leave allowance	Pay status
Marriage leave	Employees who get married are entitled to 8 days of leave.	Paid leave
Personal leave	Employees who have personal matters to attend to are entitled to personal leave of up to 14 days a year.	Unpaid leave
Family leave	Employees who have family members to care for because of vaccination, major illness, or other accidents may take family leave; the length of the family leave counts toward their total personal leave and a maximum of 7 days a year are allowed.	Unpaid leave
Sick leave	<p>1. Employees who have injuries or illness that do not require hospitalization are entitled to sick leave up to 30 days a year.</p> <p>2. Employee who have injuries or illness that require hospitalization are entitled to sick leave of up to 1 year for every 2 years.</p> <p>3. The total length of sick leave, regardless of the requirement for hospitalization, has a maximum of 1 year for every 2 years. For employees who are required to receive outpatient treatment for cancer (including carcinoma in situ) or to rest for an extended period to prevent miscarriage as per doctors' instructions, the leave they take for treatment or rest is categorized as leave requiring hospitalization. Employees who have not yet recovered but have used up all their sick, personal, and annual leave allowances may apply for unpaid leave with a maximum of 1 year.</p> <p>(The abovementioned types of leave are counted as a continuous period, with holidays included).</p>	For days of sick leave taken within the 30-day limit in a year, an employee shall receive half pay. For labor insurance payments for ordinary illnesses or injuries that do not reach half pay, the employer shall make up the difference.
Menstrual leave	Female employees who have difficulty coming to work on their period are entitled to menstrual leave up to 1 day a month. The total length of menstrual leave less than 3 days does not count toward the total sick leave, whereas that exceeding 3 days does count toward the total sick leave.	Menstrual leave may or may not count toward the sick leave total, and an employee shall receive half pay for menstrual leave days.
Bereavement leave	<p>1. Employees are entitled to 8 days of bereavement leave in the event of the death of parents, foster parents, stepparents, or spouse.</p> <p>2. Employees are entitled to 6 days of bereavement leave in the event of the death of grandparents (including maternal grandparents), children, parents-in-law, foster-parents-in-law, or stepparents-in-law.</p> <p>3. Employees are entitled to 3 days of bereavement leave in the event of the death of great grandparents, siblings, and grandparents-in-law (including maternal-grandparents-in-law).</p>	Paid leave

Occupational sick leave	Employees who are disabled or injured as a result of workplace accidents or develop occupational diseases are entitled to occupational sick leave for the period of treatment and rest (the leave is counted as a continuous period, with holidays included).	An employee shall be compensated according to their full pay. However, their full pay may be offset by the compensation that has been paid by the employer to the employee according to the Labor Insurance Act or related legal regulations.
Business leave	Employees who are absent for reasons stipulated in legal regulations that are qualified for business leave, including being on business as per the employer's orders, for investigation, training, or being recalled for military service are entitled to business leave (as much as required).	Paid leave
Prenatal leave	Female employees are entitled to 5 days of prenatal leave in the course of their pregnancy.	Paid leave
Paternity leave	Male employees are entitled to 5 days of paternity leave when their children are born. The leave shall be applied within 7 days before and after the day of labor (the leave is counted as a continuous period, with holidays included).	Paid leave
Maternity leave (miscarriage leave)	<ol style="list-style-type: none"> <li>1. Pregnant employees shall stop working before and after labor and are entitled to 8 weeks of maternity leave.</li> <li>2. Employees who have a miscarriage after the end of the third month of pregnancy shall stop working and are entitled to 4 weeks of maternity leave.</li> <li>3. Employees who have a miscarriage between the end of the second month and the end of the third month of pregnancy shall stop working and are entitled to 1 week of maternity leave.</li> <li>4. Employees who have a miscarriage before the end of the second month of pregnancy shall stop working and are entitled to 5 days of maternity leave.</li> </ol> (Leave taken in the abovementioned circumstances is counted as a continuous period, with holidays included).	During the leave, female employees who have been employed for more than 6 months shall receive full pay; those who have been employed for less than 6 months shall receive half pay.
Annual leave	Employees who have completed a certain period of service in the university are entitled to a corresponding length of annual leave as follows: <ol style="list-style-type: none"> <li>1. Six months to less than 1 year: 3 days</li> <li>2. One year to less than 2 years: 7 days</li> <li>3. Two years to less than 3 years: 10 days</li> <li>4. Three years to less than 5 years: 14 days</li> <li>5. Five years to less than 10 years: 15 days</li> <li>6. One additional day for each year of service over ten years up to a maximum of thirty days.</li> </ol>	Paid leave

Notes:

1. This table has been compiled in accordance with the Labor Standards Act, Regulations for Leave-Taking of Workers, Act of Gender Equality in Employment, and Enforcement Rules for Act of Gender Equality in Employment.
2. The table is applicable to the University's staff members, officers, and project staff.
3. Marriage leave shall be applied for within 3 months, starting from 10 days before the date of marriage registration. Bereavement leave may be divided into separate periods within 100 days of the day of death for customary reasons.
4. Maternity and miscarriage leave shall be granted with the provision of proof, regardless of the employees' marital status, and must be taken in a continuous period.

※The English translation thereof is for reference only and the Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation thereof.