

# National Cheng Kung University Issuance Directions for the Separation Fund of Contract Employees

Approved in the 127th Administrative Meeting on Mar. 2, 1996  
Amended and approved in the 148th Administrative Meeting on Nov. 26, 2003  
Amended and approved in the 152nd Administrative Meeting on Nov. 16, 2005

1. To safeguard the morale of Contract employees, the National Cheng Kung University (hereinafter “the University”) establishes these Directions in accordance with the Issuance Directions for the Separation Fund of Contract Employees in Government Agencies and Schools, as issued by the Executive Yuan, and with relevant regulations stipulated by the Ministry of Education.
2. These Directions are applicable to project staff members registered with the Personnel Office and to temporary full-time staffs under the Office of Academic Affairs. Said personnel shall be commissioned in accordance with the University’s established recruitment procedures. Where special provisions are made by a department or agency responsible for budgeting arrangements in relation to its personnel, such provisions shall instead apply.
3. The contribution to the Separation Fund shall amount to 12% of a Contract employee’s monthly salary. Of the contribution, 50% shall be a voluntary contribution deducted from said employee’s monthly salary, and the remaining 50% shall be a mandatory contribution to be appropriated from the budget allocated to the project director, the Office of Research and Development, and the department in which said employee serves. When budgeting, the director of a research project shall include the mandatory contribution to which hired employees are entitled in the budget plan. In the event that a project ceases to provide mandatory contributions, the collection of corresponding voluntary contributions shall also be ceased. The voluntary and mandatory contributions due each month shall be collected and deposited in the bank or postal savings account specially designated by the University before the tenth day of the month. Employees not reporting for service on the first day of a month may opt to join the Separation Fund scheme on the first day of the following month. The accumulation of service time for the Separation Fund shall start on the day when voluntary and mandatory contributions are collected.
4. The voluntary and mandatory contributions of a Contract employee to the Separation Fund shall be deposited in a bank or postal savings account specifically opened by the University to accrue interest. The account records and the sum for each employee shall be clearly ring-fenced and managed. The University is duty-bound to manage the voluntary and mandatory contributions with prudence.
5. The principal and interest of an employee’s voluntary and mandatory contributions shall be issued to said employee when the individual vacates the respective position at the end of his or her contract term; resigns and completes relevant formalities prior to the end of the contract term with the University’s approval; or dies as a result of work-related causes, disease, or accident during his or her employment by the University. The order for the inheritance of said principals and interests shall be determined in accordance with Part V of the Civil Code.
6. If a Contract employee is dismissed as a result of violating obligations specified in the labor contract or of resigning before the end of his or her contract term without the University’s approval, only the principal and interest of said employee’s voluntary contribution shall be returned to the individual.
7. The right to claim for the principal and interest of voluntary and mandatory contributions shall be extinguished if not exercised within five years from the month following separation or death. In the event that an individual is unable to exercise the claim as a result of force majeure or any other reason imputable to the individual, the effective expiration date shall correspond with the time from which the claim can be made.

8. The principal and interest of mandatory contributions withheld per Article 6 and the unclaimed principal and interest of voluntary and mandatory contributions stipulated in Article 7 shall be returned to the department from which the contributions originated and processed according to established accounting procedures.
9. The project director, the Office of Research and Development, and the department in which a Contract employee serves may inquire regarding a Contract employee's intention of joining the Separation Fund before proceeding with the application.
10. An application for a Contract employee to join the Separation Fund shall be filed by the project director or by the department in which said Contract employee serves, and normal administrative procedures shall be followed for final approval, which is to be granted by the President.
11. Nonofficial full-time employees of the University and not belonging to the category specified in Article 2 may apply for and join the Separation Fund in special cases.
12. These Directions are implemented upon approval by the University's Administrative Meeting. The same procedure applies to any subsequent amendments.

※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.