

Ming Chuan University Procedures for Unpaid Faculty and Staff Members Parental Leave

Revised and Passed at the Administrative Council Meeting on June 03, 2019

- Article 1. Passed at the Administrative Council; these procedures were established to accommodate faculty and staff members' child-rearing responsibilities and to maintain teaching quality and administration effectiveness.
- Article 2. "Faculty and staff members" in these procedures refers to persons who are employed as full-time faculty and staff members at Ming Chuan University.
- Article 3. Application for faculty and staff members parental leave:
1. Faculty and staff members who have served at Ming Chuan University for six months may apply for parental leave without pay before or after the birth of every child; application may be made until the child is three years old. Total parental leave may not exceed two years. For persons who are raising two or more children, the parental leave may be combined, but the longest parental leave will be two years, based on the youngest child.
 2. In principle, each parental leave period cannot be less than six months and no longer than one year.
 3. Applications for parental leave without pay must be made three months prior to the proposed date for which leave will start. Section 2 of Article 3 states that faculty members who file the application must take leave in semester units in accordance with the Faculty Hiring and Promotion procedures. Staff members must take leave in month units. After approval is granted by the unit administrator, the application must be sent to the Human Resources Division and approved by the president.
- Persons who take parental leave without reaching the maximum leave period mentioned in the previous article and who still need to care of their children may extend their parental leave without pay. Extension must be made before the leave is completed, and the extension may not exceed two months.
- Following the related regulations of Family Proceedings Act and The Protection of Children and Youth Welfare and Rights Act, those who adopt and live together with those children can apply for Unpaid Faculty and Staff Members Parental Leave during the period they live together in accordance with Article 3-1 in these procedures.
- Article 4. If a couple are both full-time faculty and staff members at Ming Chuan University, when applying for parental leave without pay for the same child, it is not permitted for both parents to take leave at the same time and the total period should not exceed two years.
- Article 5. If more than one person applies for leave in the same unit during the same period, the unit administrator or the Faculty Hiring and Promotion Committee may adjust the start of the period of parental leave, after addressing the needs of the applicant, teaching quality concerns, and work responsibilities.
- Article 6. Faculty and staff members are not permitted to engage in further study at home, or abroad or take on other salaried work during parental leave. Violators will face immediate dismissal.
- For smoothly resumption of work, faculty and staff members need to keep in touch with their responsible unit to keep apprised of the newest situations regarding the affairs for which they are responsible.
- Article 7. Staff or faculty members who take parental leave without pay should apply in writing to the Human Resources Division at least two months prior to the end of the leave to resume service at the university. The Human Resources Division must also inform the faculty or staff member three months prior to the end of their leaves that the leave period is ending. Violators of these procedures will be regarded as having resigned their positions.
- In principle, persons who resume work after parental leave should return to their original unit.
- Article 7-1 For faculty and staff members who encounter situations mentioned below and cannot resume work at the end of the parental leave period, the university should inform them 30 days in advance

and follow related regulations for severance:

1. The current position is cancelled or no other suitable position exists for faculty or staff member due to the adjustment of departments, programs, sections, and courses or university class cohort reduction, university suspension or university dissolution.
2. There are no suitable positions for faculty or staff members due to their responsible unit changing areas of responsibility or reducing manpower.

Article 8. Those who take the parental leave without pay must apply for resumption of duties before the end of the leave:

1. Faculty members: Returnees should apply in writing to resume service at the university two months prior to the beginning of the semester to coordinate resumption with the schedule of the semester.
2. Staff members: Returnees should apply in writing for resumption of duties two months prior to the desired starting date.

Application for early resumption of duties must be approved by unit administrators, be sent to the Human Resource Division, and be approved by the president.

Article 9. No seniority for the parental leave without pay period will be calculated for purposes of performance evaluation, salary payment, or retirement. However the parental leave period will be included when conducting procedures for the Executive Yuan Distinguished Service Reward and the Ministry of Education Outstanding Faculty Teaching Award, or when conducting retirement procedures or reward for many years of service at Ming Chuan University.

Article 10. Persons who take parental leave without pay must resume continuous service at the university for at least the same length of time as the parental leave. Those who make a second application for parental leave without pay may combine the obligated period of service with the first application, and perform this period of service all at once.

Article 11. Replacement instructors should be found to instruct the courses for which applicant was originally responsible during parental leave; no further hiring of full-time instructors is permitted. Replacement staff members should be found for responsibilities for which applicant was originally responsible, or contract workers may be hired. Payment will be made in accordance with the university's regulations.

Article 12. Matters not covered in these procedures will be dealt with in accordance with the Gender Equality in Employment Act and its related regulations, Ming Chuan University Procedures for Unpaid Faculty and Staff Members Parental Leave, and other relevant university regulations

Article 13. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****