**Regulations on Faculty and Staff Welfare**

2000.07.08 Revised and passed in the 7th Meeting of the 13th Board of Directors

2000.07.17 Promulgated in (89)GaoYiXiaoFa(I)Zi No. 021 Letter

2013.10.17 Reviewed and passed in the 1st University Council of the 102th academic year

2013.10.28 Passed in the 8th Meeting of the 17th Board of Directors

2013.11.12 Announced and implemented in the GaoYiRenZi No. 1021103448 Letter

Article 1: The Regulations on the Welfare of Faculty and Staff (hereinafter referred to as the "Regulations") have been formulated to promote the life stability of the faculty and staff of KMU (including its affiliated hospitals, entrusted medical enterprises, and other related units), improve the welfare of the staff, and give play to the spirit of organizational unity.

Article 2: All subsidies under the Regulations shall be handled by the personnel departments of the relevant units.

　　　　　Please provide the following relevant information when applying for the subsidies:

　　　　　1. Marriage subsidy: A photocopy of the marriage certificate.

　　　　　2. Birth subsidy: A photocopy of the birth certificate.

　　　 3. Subsidy for hospitalization due to illness: A photocopy of the hospital's diagnosis certificate and medical bills.

　　　　　4. Funeral subsidy: A photocopy of the death certificate.

　　　　　5. Children's education subsidy: A photocopy of the tuition and miscellaneous fees.

Article 3 The funding sources for the subsidies mentioned in the preceding article shall be budgeted by KMU, affiliated hospitals, entrusted medical enterprises, and other related units in each academic year.

Article 4 Except as provided in Article 7, the Regulations shall apply to the faculty and staff employed within the establishment staffing of KMU, its affiliated hospitals, entrusted medical enterprises, and other related units, excluding probationary employees, fixed-term contract employees, and temporary workers.

Article 5 The subsidies under the Regulations shall be applied to the personnel departments of the respective institutions within three months after the fact occurs. For those going abroad for further study, applications shall be made within three months of their return to Taiwan. No subsidies shall be granted after the deadline.

　　　　Those who have been suspended from work on account of a court case, and experience circumstances eligible for subsidies during the suspension period, may apply for retroactive disbursement within three months after resuming duty in accordance with regulations.

Article 6 In case of misrepresentation, fraudulent claim, repeat claim, forgery, falsification of documents, etc., the applicant shall return the subsidy and may be penalized in accordance with KMU or the respective institution's procedures.

Article 7 Matters related to retirement, resignation, and dismission shall be handled in accordance with the following provisions:

　　　 　1. Targets: Members of the "Mutual Aid Committee" (those hired before December 31, 1994).

　　　　　2. Funding sources: KMU, affiliated hospitals, entrusted medical enterprises, and other related units shall prepare budgets based on the number of retired, resigned, and dismissed employees each year.

　　　　　3. Approval criteria:

 (1) Based on the implementation date of the Regulations, the basis points of each member shall be calculated according to the original mutual aid method (revised and approved by the 3rd Financial Group of the 11th Board of Directors on December 10, 1994). Members are no longer required to pay mutual aid fees, and the basis points of each member have been frozen since then. When a member retires or resigns, the basis points shall be multiplied by his basic pay (including seniority pay) for that year.

 (2) Members who have held office for less than five years will receive 0.1 basis points for each year. 0.2 basis points for two years, 0.3 basis points for three years, 0.4 basis points for four years.

 (3) From the 5th to the 10th year, 0.5 basis points will be given for each year.

 (4) From the 11th to the 15th year, 1 basis point will be given for each year.

 (5) From the 16th to the 20th year, 2 basis points will be given for each year.

 (6) After the 21st year, 3 basis points will be given for each year.

　　　　 4. Seniority shall not be counted if it is less than one year.

Article 8: Children of faculty and staff (limited to unmarried individuals) who are officially enrolled students in domestic or foreign public or private schools not higher than undergraduate programs of colleges and universities recognized by the Ministry of Education may apply for and receive subsidies in accordance with the following regulations:

　　　　　1. Applications shall be made before the end of March or October each year.

　　　　 2. Those who apply for child education subsidy are required to let their children complete the registration procedures for the current semester during their employment period.

　　　　　3. The distribution of children's education subsidies shall refer to the standards of children's education subsidies of government employees and teachers (kindergartens shall refer to the standards of elementary schools).

　　　　　4. The application for children's education subsidy shall be based on the length of study prescribed by schools at all levels (limited to three years for kindergartens). If a child transfers to another school, or department, or retakes the exam, the education subsidy shall be provided according to the prescribed years of study starting from the grade to which the child transfers (retakes the exam) until graduation. However, those who fail to go up to the next grade, need to retake a course, or pursue a second degree are not allowed to reapply.

　　　　5. Each applicant is limited to applying for education subsidies for two children per year.

Children of faculty and staff who fall under any of the following circumstances shall not apply for subsidies:

　　　　　1. Students who are not enrolled in schools or those who take tutoring classes.

　　　　 2. Non-degree students who attend public and private secondary schools or above.

Article 9 Faculty and staff may receive subsidies in accordance with the following regulations for matters such as marriage, childbirth, hospitalization due to illness, and funeral:

 1. Marriage subsidy: When faculty and staff get married, they will get a subsidy of NT$6,000.

 2. Birth subsidy: When faculty and staff or their spouses give birth, a subsidy of NT$2,000 will be given. But if they have given birth to two or more children, no subsidy will be given.

 3. Subsidy for hospitalization due to illness: For faculty and staff, their spouses, parents, minors, or children with moderate or above physical and mental disabilities who are hospitalized due to illness, 50% of their medical expenses will be subsidized, but the subsidy for each school staff shall be limited to NT$12,000 per academic year. The issue date of medical receipts from the medical institutions shall be the standard of recognition for each academic year. The amount of subsidy applied for the same fact shall be no more than the hospital bill attached. If more than one applicant applies for the subsidy for the same fact, the subsidy shall be distributed equally among the applicants.

 4. Funeral allowance: If faculty and staff die during their employment, a consolation allowance of NT$20,000 shall be given to their spouses or immediate family members. If the spouses, parents, or minor children of school staff die, a consolation allowance of NT$10,000 shall be given.

 Article 10 Any payment of fees under the Regulations shall be processed in accordance with accounting

 procedures and subject to audit by accounting consultants.

Article 11 After being approved by the University Council and submitted to the Board of Directors for

 deliberation and approval, the Regulations shall be announced by the President and shall come

 into effect from the date of announcement. The same applies to amendments.

**\*The English version is for reference only. If there is any inconsistency or ambiguity between the English and Traditional Chinese versions, the Traditional Chinese version shall prevail.**