

Report on the Involuntary Resignation and Early Contract Termination by Sponsored Project Personnel

Name of Employee		National ID No.		
Project Title		Project Number		
Date of Report		(Please submit the report to the Integrated Affairs Division, Personnel Office 14 days prior to the employee's last day of employment)		
Reason for Involuntary Termination of Contract (Select One)	With Severance Pay	◆ Contract terminated due to the following reason (Article 11 of the <i>Labor Standards Act</i>): <input type="checkbox"/> 1. The employers' business is suspended or has changed ownership. <input type="checkbox"/> 2. The employers' business has suffered operating losses or business cutbacks. <input type="checkbox"/> 3. Force majeure necessitates the suspension of business for more than one month. <input type="checkbox"/> 4. A change in the nature of the business necessitates the reduction of the workforce and the terminated employees cannot be reassigned to other suitable positions. <input type="checkbox"/> 5. The employee is clearly unable to satisfactorily perform the duties required of the position held. ◆ <input type="checkbox"/> The employer cannot continue operating the business due to an act of God, catastrophe or other force majeure (Article 13 of the <i>Labor Standards Act</i>). ◆ <input type="checkbox"/> The business entity is restructured or has changed ownership (Article 20 of the <i>Labor Standards Act</i>).		
		Advance Notice Period ¹	Date of Termination: (MM/DD/YYYY), Advanced Notice given: (MM/DD/YYYY).	
		Severance Pay ²	<input type="checkbox"/> Severance payment of NT\$_____ has been paid. <input type="checkbox"/> Not yet paid; severance payment of NT\$_____ is expected to be paid on (MM/DD/YYYY)	
	Without Severance Pay	◆ <input type="checkbox"/> No severance pay is required as the contract was terminated in accordance with Article 12, Subparagraph_____ of the <i>Labor Standards Act</i> . <u>The project execution unit shall notify the involved parties in a separate notice</u> (Pursuant to Article 12 of the <i>Labor Standards Act</i> , contract termination without advance notice is allowed, and shall be carried out within 30 days after the circumstances resulting in the termination are known to the employer).		
		Date of Resignation	Resigned (MM/DD/YYYY)	
Circumstances resulting in the early termination of contract (please attach any relevant proofs where applicable):				
Requests for improvement made to the employee (please attach any written requests where applicable):				

Unit Processing Clerk and Contact Number		Principal Investigator	
Unit Head		Senior Administrator	

Personnel Office

Processing Clerk: Division Director: Senior Executive Officer: Office Director:

(In accordance with the principles of delegation of duties, the Personnel Office Director is authorized to ratify the document)

Notes	<ol style="list-style-type: none"> 1. Article 16 of the <i>Labor Standards Act</i> sets forth the following provisions regarding advance notice: <ol style="list-style-type: none"> 1) Employees who have worked continuously for more than 3 months but less than 1 year shall be given notice 10 days in advance. 2) Employees who have worked continuously for more than 1 year but less than 3 years shall be given notice 20 days in advance. 3) Employees who have worked continuously for more than 3 years shall be given notice 30 days in advance. 4) After receiving advance notice as described in the preceding paragraphs, the employee may, during working hours, ask for a leave of absence for the purpose of finding a new job. Such leaves of absence may not exceed two work days per week, and wages shall be paid during such leaves of absence. If the employer terminates the contract without serving advance notice as stipulated, they shall pay the employee wages for the advance notice period. 2. Article 12 of the <i>Labor Pension Act</i> sets forth the following provisions regarding severance pay: <ol style="list-style-type: none"> 1) Full-time assistants at the University have been covered by the Act since January 1, 2008. For seniority acquired after this Act was implemented, severance pay shall be given in an amount equal to half a month of average wages for every full year of employment, and shall be prorated for any period of employment lasting less than one full year; however, severance pay shall not exceed six months of average wages in total. Severance pay as calculated in accordance with the preceding paragraph shall be paid within 30 days after the termination of contract. 2) Definition of average wages: the total wages of the preceding 6 months divided by 6. 3. This document is intended for internal reporting purposes; it is not an official document accepted by the University unless approved by administrative procedures.
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Declaration

I have received severance pay from National Taiwan University (or the Principal Investigator) totaling NT\$ _____. I hereby certify that I will not pursue a civil claim or file a criminal complaint against National Taiwan University and/or the Principal Investigator, and I will not disparage or denigrate the University or the Principal Investigator in speech or in writing.

Declarant's Signature and Seal: _____

National ID No.: _____

Contact Number: _____

Project Execution Unit: _____

Principal Investigator: _____

Contact Number: _____

Note: This declaration shall be executed in three original copies, with the declarant and the principal investigator retaining one copy each, and the remaining copy being submitted to the Integrated Affairs Division, Personnel Office for future reference.