

NATIONAL TAIWAN UNIVERSITY

Application Form for Work Resumption Prior to the End of Faculty Member's Unpaid Leave Period

Name of applicant		National ID no.																		
Job Title		Associated unit	(please include all associated units up to the second level)																	
Reason for applying for unpaid leave																				
Authorized unpaid leave period	From _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd)																			
Reason(s) for applying to resume work prior to the end of the unpaid leave period																				
Date on which job is to be resumed	_____ (yyyy/mm/dd)																			
Applicant's signature (and date)		Approval stamp of unit head		Approval stamp of senior administrator																
Review opinion of the Personnel Office: (Section 2 of the Personnel Office)																				
Processing Clerk: _____ Division Director: _____ Senior Executive Officer: _____ Director : _____																				
Office of the Secretariat											Vice President's decision									
Remarks	<p>Article 6 of the <i>Regulations Governing Educators' Unpaid Leave</i> stipulates the following:</p> <p>(Paragraph 1) Unless otherwise stipulated by relevant regulations, educators on unpaid leave shall return to their position on the day following the termination of their unpaid leave period. If the reasons for an educator's unpaid leave are no longer valid, they shall apply for early reinstatement to their position.</p> <p>(Paragraph 3) Schools/institutions with educators who are on unpaid leave shall notify such educators at least 30 days before the end of the leave period. Educators shall apply to their school/institution for reinstatement to their position or for an extension of leave at least 20 days prior to the end of their leave period.</p> <p>(Paragraph 4) Starting from the day on which the reasons for taking leave cease to be valid, educators shall apply to their school/institution for reinstatement to their position within 20 days. After receiving the application, the school/institution shall notify the educator of their reinstatement within 30 days. The educator shall return to their position and report for duty within 30 days after receiving the notification. If an educator fails to apply for reinstatement as required, the school/institution shall investigate the matter and notify the educator to return to their position within 10 days.</p> <p>(Paragraph 5) The work resumption day for an educator on unpaid leave is defined as the day on which the educator reports for duty at their school/institution.</p> <p>(Paragraph 6) Unless for reasons not attributable to the educator, any educator on unpaid leave who fails to apply for reinstatement to their position or who fails to report for duty on time will be deemed to have resigned, and the day following the termination of the leave period ends or the day following the cessation of the reasons for unpaid leave shall be viewed as the day on which their resignation comes into effect. For educators taking unpaid leave to conduct research who fail to fulfill their service duties during the leave period, the <i>Regulations Governing Teachers Undertaking Further Studies</i> shall be applied to handle related matters which may be incurred.</p>																			

Do not fill out the section below the double underline.

