

高雄醫學大學適用勞動基準法人員給假一覽表

List of Leave Granted to the Personnel Subject to Labor Standards Act

說明：

Instructions:

一、本校技工、工友、駐衛警察、司機及約僱職員工之給假，另準用本校「教職員工請假辦法」規定，不適用本表。

1. The leave granted to technical workers, janitors, security guards, drivers, and contracted employees at this school is subject to the regulations outlined in the school's 'Leave Regulations for Faculty and Staff,' and thus this list does not apply to them.

二、員工請特別休假、公假、婚假、喪假、公傷病假、生理假、安胎假、產假、產檢假、陪產檢及陪產假、育嬰留職停薪、家庭照顧假不扣全勤、考績及為其它不利處分。

2. Employees who take annual paid leave, official leave, wedding leave, funeral leave, occupational injury and sickness leave, menstrual leave, tocolysis leave, maternity leave, pre-maternity leave, pregnancy checkup accompaniment and paternity leave, unpaid parental leave, and family care leave are not subject to deduction of perfect attendance bonus, performance appraisal, or any other unfavorable penalties.

假別 Type of leave	給假日數 Number of day(s) granted	工資支給 Wage payment	備註 Notes
事假 Personal leave	因事故必須親自處理者，得請事假，每年准給14日。 Those who have to deal with personal affairs may ask for personal leave. A total of 14 days is granted per academic year.	不給工資 Leave without pay	
家庭照顧假 Family care leave	家庭成員預防接種、發生嚴重之疾病或其他重大事故須親自照顧時，得檢附證明文件請家庭照顧假，每年准給7日，其請假日數併入事假計算。 When family members need to be taken care of due to vaccination, serious illness, or other major accidents, employees may apply for leave for family care with supporting documents attached, which is granted 7 days per year. The number of days taken is included in calculating the personal leave.	不給工資 Leave without pay	
普通傷病假 Ordinary sick leave	因普通傷害、疾病或生理原因必須治療或休養者，得依下列規定請普通傷病假： When an employee has to receive medical service or rest on account of ordinary injury, sickness, or physical reasons, he/she shall be entitled to ordinary sick leave according to the following provisions: 1.未住院者，1年內合計不得超過30日。 For the non-hospitalized, a total of less than thirty days in one year; 2.住院者，2年內合計不得超過1年。 For the hospitalized, not exceeding one year; 3.未住院傷病假與住院傷病假2年內合計不得超過1年。 The total of hospitalized and non-hospitalized sick leave shall not exceed one year. *經醫師診斷，罹患癌症（含原位癌）採門診方式治療或懷孕期間需安胎休養者，其治療或休養期間，併入住院傷病假計算。 * If an employee has been diagnosed with cancer (including carcinoma in situ) or pregnancy with threatened abortion by a physician, the outpatient treatment period shall be included in hospitalized sick	1年內未超過30日部分，工資折半發給；領有勞工保險普通傷病給付未達工資半數者，由本校補足之。 For the portion of leave within one year that does not exceed 30 days, wages shall be paid at half rate. If the ordinary injury or sickness benefits under Labor Insurance are less than half of the employee's wages, the university shall make up the difference.	1.除延長假期在30日以上者外，不含例假日。 No regular holidays are included except those with an extension period beyond 30 days. 2.請假連續2日以上者，應附醫療證明。 For those who take leave for more than 2 consecutive days, a medical certificate shall be attached.

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	leave. * 超過上開規定之期限，經以事假或特別休假抵充後仍未痊癒者，得予留職停薪，但以1年為限。逾期未癒者得予資遣，惟如適用勞基法退休金制度且符合退休要件者，應發給退休金。 * In the event of the ordinary sick leave exceeding the time limit mentioned in the preceding clause, and the employee has not recovered after obtaining normal leave or annual paid leaves, he/she shall be entitled to work suspension without pay for a maximum period of one year. Those who fail to recover within the prescribed time limit may be dismissed, but if they are eligible for retirement under the pension system of the Labor Standards Act and meet the retirement requirements, they shall be granted a pension.		
生理假 Menstrual leave	女性受僱者因生理日致工作有困難者，每月得請生理假1日，全年請假日數未逾3日，不併入病假計算，其餘日數併入病假計算。 Female employee who encounter difficulties in their work due to the menstrual period may take one day of menstrual leave per month. If the number of days taken during the entire year does not exceed three, it will not be counted as sick leave. From the fourth day onwards, it will be included in the calculation of sick leave.	1年度內之3日生理假及超過3日以上部分，工資折半發給。 Within a year, if there are three days of menstrual leave or more, half of the wage will be paid.	不須檢附證明。 No proof is required.
婚假 Wedding leave	結婚者給婚假8日。 Those who get married are granted 8 days of marriage leave.	工資照給 Leave with pay	1. 不含例假日，得分次申請，並自結婚登記之日前10天起3個月內請畢，但因特殊事由經學校核准者，得於1年內請畢。 Excluding regular holidays, the leave may be taken in separate segments and must be completed within three months starting from ten days prior to the date of marriage registration. However, with special approval from the university due to exceptional circumstances, the leave may be completed within one year. 2. 應附戶籍登記資料(若於登記前舉行婚禮，可先以結婚囍帖請假，戶籍資料後補)。 Household registration information shall be attached. For those who take leave before the dates of marriage registration, they may apply for leave with the wedding invitation cards first, and supplement the household registration information later.
產檢假	妊娠期間，給產檢假7日。	工資照給	1. 得以小時或半日為請

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Pre-maternity leave	Those who are pregnant will be granted 7 days of pre-maternity leave.	Leave with pay	假單位，惟擇定後，不得變更。 Leave may be taken in units of hours or half-days; however, once the leave unit is chosen, it may not be changed. 2.應附「孕婦健康手冊」(媽媽手冊)或醫師診斷證明。 Relevant supporting documents such as the "Maternal Health Handbook" (Mother's Handbook) or physician's diagnosis certificate shall be attached.
產假 Maternity leave (流產假 miscarriage leave)	1.女性員工分娩前後，給假56日。 Female employees shall be granted 56 days of leave before and after childbirth. 2.妊娠3個月以上流產者，給假28日。 Those who suffer a miscarriage after three months of pregnancy shall be granted 28 days of leave. 3.妊娠2個月以上未滿3個月流產者，給假7日。 Those who suffer a miscarriage after two months of pregnancy but less than three months shall be granted 7 days of leave. 4.妊娠未滿2個月流產者，給假5日。 Those who suffer a miscarriage within 2 months of pregnancy shall be granted 5 days of leave.	女性員工受僱工作在6個月以上者，停止工作期間工資照給，未滿6個月者減半發給。 Female employees who have been employed for six months or more shall receive full wages during the period of work suspension; those employed for less than six months shall receive half wages.	1.均含例假日。 All include regular holidays. 2.應附「孕婦健康手冊」(媽媽手冊)、醫師診斷證明或出生證明等相關證明文件。 Relevant supporting documents such as the "Maternal Health Handbook" (Mother's Handbook), physician's diagnosis certificate, or birth certificate shall be attached.
陪產檢及陪產假 Pregnancy checkup accompaniment and paternity leave	陪伴其配偶妊娠產檢或其配偶分娩時，給陪產檢及陪產假7日。除陪產檢於配偶妊娠請假外，員工陪產之請假，應於配偶分娩之當日及其前後合計15日期間內為之。 7 days of leave shall be granted for accompanying their spouse to prenatal checkups or during childbirth. Except that the pregnancy checkup leave shall only be applicable during the gestation period of the spouses, paternity leave must be taken within a total of 15 days before or after the spouse's date of delivery.	工資照給 Leave with pay	1.得分次申請。 Applied in batches. 2.應附「孕婦健康手冊」(媽媽手冊)、醫師診斷證明或出生證明等相關證明文件。 Relevant supporting documents such as the "Maternal Health Handbook" (Mother's Handbook), physician's diagnosis certificate, or birth certificate shall be attached.
喪假 Funeral leave	1.父母、養父母、繼父母、配偶喪亡者，給喪假8日。 8 days of funeral leave shall be granted for the death of a parent, foster parent, stepparent, or spouse. 2.祖父母、子女、配偶之父母、配偶之養父母或繼父母喪亡者，給喪假6日 6 days of funeral leave shall be granted for the death of a grandparent, child, parent of the spouse, adoptive parent, or stepparent of the spouse. 3.曾祖父母、兄弟姊妹、配偶之祖父母喪亡者，給喪假3日 3 days of funeral leave shall be granted for the death of a great-grandparent, sibling, or	工資照給 Leave with pay	1.得分次申請，並自死亡日起百日內請畢。 It shall be applied in batches and completed within 100 days of the date of death. 2.應附訃聞或除戶證明或死亡證明書，如無法顯示親屬關係者，應另附戶籍文件。 An obituary or proof of household cancellation or death certificate shall be attached. If it fails to

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	grandparent of the spouse.		prove family relation, a separate household registration document shall be attached.
公假 Official leave	<p>1.奉派參加政府召集之集會。 Assigned to participate in meetings convened by the government.</p> <p>2.奉派考察或參加國際會議。 Assigned to participate in study tours or attend international conferences.</p> <p>3.依法受各種兵役召集。 Serve various military service calls according to the law.</p> <p>4.參加政府依法主辦之各項投票。 Participate in government-sponsored job-related examinations with the consent of KMU.</p> <p>5.參加政府舉辦與職務有關之考試，經學校同意。 Participate in government-sponsored job-related examinations with the consent of KMU.</p> <p>6.參加本校舉辦之活動，經學校同意。 Participate in activities organized and approved by KMU.</p> <p>7.應國內外機關團體或學校邀請，參加與其職務有關之各項會議或活動，或基於法定義務出席作證、答辯（含性侵害、性騷擾及霸凌事件等），經學校同意。 At the invitation of domestic and foreign government organizations or schools, participate in various meetings or activities related to their duties, or attend testimony and defense (Including sexual assault, sexual harassment, and bullying) in accordance with legal obligations, with the consent of KMU.</p> <p>8.因法定傳染病經各級衛生主管機關認定應強制隔離。但因可歸責於當事人事由而罹病者，不在此限。 Compulsory quarantine shall be imposed due to notifiable infectious diseases as recognized by the competent health authorities at all levels. However, such a case does not include those who fall ill due to causes attributable to the parties concerned.</p>	工資照給 Leave with pay	應附相關簽呈或文件。 Relevant approval documents or supporting materials must be provided.
公傷病假 Occupational injury and sickness leave	<p>因職業災害而致失能、傷害或疾病者，其治療、休養期間，給予公傷病假。 In the event of disability, injury, or sickness on account of an occupational accident, an employee shall be entitled to occupational injury and sickness leave during the period of medical treatment or recuperation.</p>	工資照給 Leave with pay	<p>公傷病假期間按原領工資數額補償。但同一事故依勞工職業災害保險及保護法或其他法令規定或福利措施，已由本校支付費用補償者，本校得予抵充之。 During the period of the occupational accident leave, compensation will be based on the original amount of salary received. Provided that if, in respect of the same accident, KMU has already paid compensation to the employee concerned in accordance with the provisions of the Labor</p>

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			Occupational Accident Insurance and Protection Act or other applicable statutes and administrative regulations, KMU may deduct those already paid compensation therefrom:																										
育嬰留職停薪 Parental leave without pay	1.任職滿 6 個月，且為撫育未滿 3 歲子女，得申請育嬰留職停薪。期間至該子女滿 3 歲止，但不得逾 2 年。 After being in service for six months, employees may apply for parental leave without pay before any of their children reaches the age of three years old. The period of this leave is until their children reach the age of three years old, but may not exceed two years. 2.同時撫育子女2人以上者，其育嬰留職停薪期間應合併計算，最長以最幼子女受撫育2年為限。 When employees are raising over two children at the same time, the period of their parental leave shall be computed aggregately, and the maximum period shall be limited to two years received by the youngest child.	留職停薪 Leave without pay	1.育嬰留職停薪期間，每次以不少於6個月為原則。但有少於6個月之需求者，得以不低於30日之期間，向學校提出申請，並以2次為限。 The duration of unpaid parental leave shall not be, in principle, less than six months each time. If an employee needs to take leave for less than six months, he/she may file the application with the university for the leave persisting for no less than 30 days for a maximum of two times. 2.至遲應於10日前以書面提出，並附出生證明。 A written application shall be submitted no later than 10 days in advance, accompanied by a birth certificate.																										
特別休假 Special leave (Annual paid leave)	Where a worker continues to work for the same employer or business entity for a certain period of time, he/ she shall be granted annual paid leave on an annual basis in accordance with the following: <table><tr><th>Accumulated years of service in the same workplace</th><th>Days granted</th></tr><tr><td>6 months to less than 1 year</td><td>3</td></tr><tr><td>After 1 year of service</td><td>7</td></tr><tr><td>After 2 years of service</td><td>10</td></tr><tr><td>After 3 years of service</td><td>14</td></tr><tr><td>After 4 years of service</td><td>14</td></tr><tr><td>After 5 years of service</td><td>15</td></tr><tr><td>After 6 years of service</td><td>15</td></tr><tr><td>After 7 years of service</td><td>15</td></tr><tr><td>After 8 years of service</td><td>15</td></tr><tr><td>After 9 years of service</td><td>15</td></tr><tr><td>After 10 years of service</td><td>16</td></tr><tr><td>After 11 years of service</td><td>17</td></tr></table>	Accumulated years of service in the same workplace	Days granted	6 months to less than 1 year	3	After 1 year of service	7	After 2 years of service	10	After 3 years of service	14	After 4 years of service	14	After 5 years of service	15	After 6 years of service	15	After 7 years of service	15	After 8 years of service	15	After 9 years of service	15	After 10 years of service	16	After 11 years of service	17	工資照給 Leave with pay	
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假別 Type of leave	給假日數 Number of day(s) granted		工資支給 Wage payment	備註 Notes
	After 12 years of service	18		
	After 13 years of service	19		
	After 14 years of service	20		
	After 15 years of service	21		
	After 16 years of service	22		
	After 17 years of service	23		
	After 18 years of service	24		
	After 19 years of service	25		
	After 20 years of service	26		
	After 21 years of service	27		
	After 22 years of service	28		
	After 23 years of service	29		
	After 24 years of service	30		
	After 25 years of service	30		