**Kaohsiung Medical University**

**Parental Leave Application Form for Faculty and Staff**

Application Date:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | Staff ID | |  | | | | Date of Employment | | |  | |
| Unit |  | | | | | | | Position  Title | |  | | | | | |
| Leave Period | From YYYY/ MM /DD to YYYY/ MM /DD  Total period of parental leave to be taken: year(s) month(s) day(s) | | | | | | | | | | | | | | |
| If this is a renewal application, please specify the previous approved parental leave period:  From YYYY/ MM /DD to YYYY/ MM /DD , a total of year(s) month(s) day(s) | | | | | | | | | | | | | | |
| During Parental Leave | Address | |  | | | | | | Contact Phone | | |  | | | |
| E-mail | | |  | | | |
| Social Insurance | | GESSI, LI: □Continue Coverage  □Withdraw Coverage | | | | | | NHI: □Continue Coverage  □Transfer Out | | | | | | |
| Retirement & Compensation Fund (For faculty & staff employed within the establishment staffing only) | | | | | | | | □Continue Contribution  □Supend Contribution | | | | | | |
| Attached Proof Documents | Proof of Child's Age (Choose one) | | □Household Registration□Birth Certificate  □Household Transcript | | | Child's Name:  Date of Birth: | | | | | | | □To be provided later  Expected date of birth: | | |
| Applicant | | Supervisor(s) | | Human Resources Office | | | | | | | | | Vice President | | President |
| Date | | Date | |  | | | | | | | | | Date | | Date |
| Notes:   1. After being employed for at least 6 months and before each child reaches 3 years of age, employees are eligible to apply for parental leave(without pay) for up to 2 years per child. This benefit is not limited to situations where both spouses are employed. In cases of caring for two or more children simultaneously, the parental leave period will be combined, limited to a maximum of 2 years of leave for the youngest child. 2. The first-time application or renewal application for parental leave should be submitted at least 10 days in advance. 3. The minimum leave period is generally 6 months. However, if there is a need for a leave period of less than 6 months, an application for a leave period of not less than 30 days may be submitted, with a maximum of 2 applications. 4. The parental leave period is not counted as part of the work seniority. Please be reminded that an individual who has not been in service for one full year in the current academic year will not be eligible for a salary grade advance in the following academic year. 5. During the parental leave period, employees are not allowed to be employed by other organizations or engage in self-employment without approval. Violators will be considered as having resigned voluntarily. Within 20 days before the end of the leave period, employees should fill out the "Return to Work Application Form" to apply for resuming work. Failure to return to work after the leave period may result in dismissal for absenteeism. 6. During the parental leave period, the employing unit may apply for the hiring of a temporary replacement through a fixed-term contract with the approval of the school authority to perform the applicant's original duties. For insurance matters and parental allowance applications during the leave period, please contact the HR Office for assistance. 7. If the leave period expires and the employee does not wish to return to work, a resignation application should be submitted instead. 8. After this application is approved, the original copy will be kept on file by the HR Office, and a copy will be given to the applicant for reference. | | | | | | | | | | | | | | | |