

高雄醫學大學教職員工福利辦法

Regulations on Faculty and Staff Welfare

89.07.08 第十三屆董事會第七次會議修正通過
2000.07.08 Revised and passed in the 7th Meeting of the 13th Board of Directors
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2000.07.17 Promulgated in (89)GaoYiXiaoFa(1)Zi No. 021 Letter
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102.10.28 第十七屆第八次董事會通過
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2013.11.12 Announced and implemented in the GaoYiRenZi No. 1021103448 Letter

第一條 為促進本校（含附設醫院、受委託經營之醫療事業及其他相關單位）教職員工生活之安定，增進員工福利，並發揮組織團結之精神，訂定本辦法。

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.

第二條 本辦法各項補助業務，由所屬機關之人事單位負責受理。

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

請領各項補助應檢附下列相關資料：

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

一、結婚補助：結婚證明文件影本。

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

二、生產補助：出生證明書影本。

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

三、因病住院補助：醫院診斷書及醫療收費單影本。

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

四、喪葬補助：死亡證明文件影本。

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

五、子女教育補助：學雜費繳費單影本。

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

第三條 前條各款補助之經費來源由本校、附設醫院、受委託經營之醫療事業及其他相關單位，於每學年度編列預算。

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.

第四條 本辦法除第七條規定外，均適用於本校、附設醫院、受委託經營之醫療事業及其他相關單位編制內教職員工（不含試用人員、定期契約人員、臨時人員）。

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.

第五條 本辦法各項補助須於事實發生後三個月內，出國進修人員於回國後三個月內，依規定向所屬機構之人事單位申請，逾期均不予補助。

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.

因案停職人員，於停職期間發生可請領各項補助之事實，得於復職後三個月內依規定申請補發。

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.

第六條 請領各項補助如有虛報、冒領、兼領、重領、偽造或變造各項證明文件等情事者，追繳其已領之補助金，並依校院程序提懲處。

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.

第七條 退休、退職、離職事項，依下列規定辦理：

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

一、適用對象：原「互助委員會」會員（民國八十三年十二月三十一日以前到職者）。

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

二、經費來源：由本校、附設醫院、受委託經營之醫療事業及其他相關單位，各自按每年退休、退職、離職人員基數編列預算支應。

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.

三、核發標準：

3. Approval criteria:

（一）以本辦法通過並公布實施日為計算基準日，依原有（83.12.10 董事會第十一屆第三次財務小組修正通過）互助辦法計算每位會員之基數，會員不再繳交互助會費，該基數一律凍結，俟每位會員退休（退職）或離職時，以該基數乘以該員該年退休之本俸（含年功俸）給付。

(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.

(二) 任職未滿五年之會員依滿一年發給 0.一個基數。滿二年發給 0.二個基數、滿三年發給 0.三個基數、滿四年發給 0.四個基數。

(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.

(三) 第五年至第十年，每滿一年給與 0.五個基數。

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

(四) 第十一年至第十五年，每滿一年給與一個基數。

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

(五) 第十六年至第二十年，每滿一年給與二個基數。

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

(六) 第二十一年以後，每滿一年給與三個基數。

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

四、年資之採計，不滿一年者，不予計算。

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

第八條 教職員工子女（限未婚）就讀教育部認可之國內外公私立大專校院大學部（含）以下學校之肄業正式生，依下列規定申請及發放補助：

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:

一、每年兩學期分別須在三月、十月底前申請。

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

二、請領子女教育補助以在職期間子女完成當學期註冊手續為要件。

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.

三、子女教育補助金之發放比照公教人員子女教育補助金標準（幼稚園比照國小標準）

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).

四、子女教育補助之申請，以各級學校所規定之修業年限為準（幼稚園以三年為限）。如有轉學、轉系或重考就讀者，均依轉（考）入之年級起依規定之修業年限，發給子女教育補助至應屆畢業年級為止。但留級、重修或修讀第二學位者，不得重覆請領。

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.

五、每人每年補助二位子女為限。

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

教職員工子女有下列情形之一者，不得申請補助：

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

一、未具學籍學校或補習班之學生。

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

二、就讀公私立中等以上學校之選讀生。

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

第九條 教職員工結婚、生產、因病住院、喪葬等事項，依下列規定補助：

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:

一、結婚補助：教職員工結婚時，給予陸千元補助。

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

二、生產補助：教職員工或其配偶生產時，給予貳千元補助，但其子女已有兩人以上者，不予補助。

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.

三、因病住院補助：教職員工本人、配偶、父母、未成年或領有中度以上身心障礙手冊之子女，因病住院醫療時，補助其醫療費用百分之五十，但每位教職員工每學年度補助以壹萬貳千元為限，每學年度之認定以醫療機構開立之醫療收據日期為認定標準。對同一事實之申請補助，以不超過檢附之醫院收費單為準，同一事實之補助超過一人以上時，則由申請人平均分配。

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.

四、喪葬補助：教職員工於任職中死亡者，給予其配偶或直系親屬貳萬元慰問金。教職員工之配偶、父母或未成年子女死亡者，給予其壹萬元慰問金。

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.

第十條 本辦法任何費用支付應依會計作業程序處理並受會計顧問查核。

Article 10 Any payment of fees under the Regulations shall be processed in accordance with accounting procedures and subject to audit by accounting consultants.

第十一條 本辦法經校務會議通過，呈請董事會會議審議通過後，由校長公布，並自公布日起實施，修正時亦同。

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.