

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
89.07.17(89) 高醫校法(一)字第 021 號函頒布
2000.07.17 Promulgated in (89)GaoYiXiaoFa(I)Zi No. 021 Letter
102.10.17 102 學年度第 1 次校務會議通過
2013.10.17 Passed in the 1st University Council of the 102th academic year
102.10.28 第十七屆第八次董事會通過
2013.10.28 Passed in the 8th Meeting of the 17th Board of Directors
102.11.12 高醫人字第 1021103448 號函公布實施
2013.11.12 Announced and implemented in the GaoYiRenZi No. 1021103448 Letter
113.10.09 113 學年度第 1 次校務會議通過
2024.10.09 Passed in the 1st University Council of the 113th academic year
113.11.06 113 學年度第 1 次臨時校務會議修正通過，本次修正之第 3 條第 1 項第 2 款及第 6 條第 1 項第 2 至第 4 款條文，自 113 年 8 月 1 日起施行
2024.11.06 Revised and passed in the 1st Temporary University Council of the 113th academic year, the amendments to Article 3, Paragraph 1, Subparagraph 2, and Article 6, Paragraph 1, Subparagraphs 2 to 4 shall take effect from August 1, 2024
113.11.28 董事會第 20 屆第 3 次董事會議審議通過
2024.11.28 Passed in the 3rd Meeting of the 20th Board of Directors
113.12.02 高醫人字第 1131104452 號函公布，本次修正之第 3 條第 1 項第 2 款及第 6 條第 1 項第 2 至第 4 款條文，自 113 年 8 月 1 日起施行
2024.12.02 Announced and implemented in the GaoYiRenZi No. 1131104452 Letter, the amendments to Article 3, Paragraph 1, Subparagraph 2, and Article 6, Paragraph 1, Subparagraphs 2 to 4 shall take effect from August 1, 2024

- 第 1 條 本校為促進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，特訂定本辦法。
- Article 1 These regulations are established to promote the stability of life for the faculty and staff, enhance employee welfare, and foster organizational unity.
- 第 2 條 本辦法所稱教職員工除另有規定外，係指本校編制內專任教職員工及技工、工友、駐衛警察、司機。
- Article 2 Unless otherwise specified, the term "faculty and staff" in these regulations refers to full-time faculty and staff, technicians, laborers, security guards, and drivers employed within the university's staffing structure.
- 第 3 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：
- 一、結婚補助：教職員工結婚時，補助新臺幣六千元。
- 二、生產補助：教職員工或其配偶生產時，補助新臺幣二千元。
- 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（不含非必要之美容整形住院等），補助其醫療費用百分之五十（不含急診、門診、非住院本人之膳食費或被服

租賃費、安養中心照護費等)，但每位教職員工每學年度補助以新臺幣一萬二千元為限，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。對同一事實補助以不超過檢附醫院收據為限，同一事實申請人超過一人以上時，依申請人數平均分配。

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新臺幣二萬元慰問金。教職員工之配偶、父母或未成年子女死亡者，給予其新臺幣一萬元慰問金。

五、殮葬補助：教職員工於任職中死亡者，給予五個月之本俸、年功俸為殮葬補助。具特殊功績者，得由學校加給一次撫卹金。其核給金額由教師評審委員會或職員工人事評議委員會依身分別審議後，報請董事會核定之。

Article 3 Faculty and staff may receive subsidies under the following circumstances: marriage, childbirth, hospitalization due to illness, and funeral expenses, as specified below:

1. Marriage Allowance: NT\$6,000 upon marriage.
2. Childbirth Allowance: NT\$2,000 when the employee or their spouse gives birth.
3. Hospitalization Subsidy: When the employee, their spouse, parents, or children (underage or holding a moderate or higher disability certificate) are hospitalized due to illness (excluding non-essential cosmetic surgery), 50% of the medical expenses will be subsidized (excluding expenses for emergency care, outpatient care, meal for non-hospitalized individuals or clothing rental, and nursing home care, etc.). The subsidy is capped at NT\$12,000 per academic year. The annual subsidy amount for each academic year is determined based on the date indicated on the medical receipt issued by the medical institution. Reimbursement for the same incident cannot exceed the hospital receipt amount. If multiple applicants claim for the same incident, the subsidy will be equally distributed among them.
4. Funeral Subsidy: If the employee dies while in service, NT\$20,000 will be provided to their spouse or direct relatives. If the faculty and staff's spouse, parents, or underage children die, NT\$10,000 will be provided.
5. Burial Subsidy: If the employee dies while in service, a burial subsidy equivalent to five months' basic pay and seniority pay will be granted. The university may provide additional compensation for those with special contributions upon review and approval by the Teacher Evaluation Committee or Staff Personnel Evaluation Committee and final approval from the Board of Directors.

第 4 條 教職員工全時在學子女，就讀教育部認可之國內外公私立大專校院大學部以下學校之肄業正式生，得申請子女教育補助：

- 一、每年兩學期分別須在三月、十月底前申請。
- 二、請領子女教育補助以在職期間完成子女當學期註冊手續為要件。
- 三、子女教育補助金參照軍公教人員子女教育補助金之標準發放，子女就讀幼兒園者比照國小標準補助。

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，幼兒園以三年為限。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，不得重複請領。

五、每人每年補助二位子女為限。

教職員工子女有下列情形之一者，不得申請補助：

一、未具學籍學校或補習班之學生。

二、就讀公私立中等以上學校之選讀生。

Article 4 Employees' full-time enrolled children attending educational institutions recognized by the Ministry of Education, from kindergarten to university (below graduate level), may apply for child education subsidies:

1. Applications must be submitted in March and October each year.

2. The subsidy is only granted if the child completes registration while the employee is actively employed.

3. The subsidy amount will follow the standard set for military and public service personnel. Kindergarten subsidies follow elementary school standards.

4. The subsidy applies within the official study period set by the educational institution, with a maximum of three years for kindergarten. If the child transfers schools or repeats a year, the subsidy will be paid based on the grade level after the transfer, up to the final graduation year. No subsidy will be granted for repeating, retaking courses, or pursuing a second degree.

5. The subsidy is limited to two children per employee per year.

Children in the following categories are not eligible for the subsidy:

1. Students enrolled in non-accredited schools or cram schools.

2. Part-time students in secondary or higher education institutions.

第 5 條 特別年資金，依下列規定辦理：

一、適用對象：原高雄醫學院「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）退休、離職時申請。

二、經費來源：由本校按每年退休、離職人員基數編列預算支應。

三、核發標準：

（一）以本辦法通過並公布實施日為計算基準日，依原有（民國八十三年十二月十日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，年資計算至互助委員會結算日民國八十八年五月九日止。會員不再繳交互助會費，該基數一律凍結，俟每位會員退休或離職時，以該基數乘以該員該年退休之本俸（含年功俸）給付。

（二）任職未滿五年之會員依滿一年發給零點一個基數。滿二年發給零點二個基數、滿三年發給零點三個基數、滿四年發給零點四個基數。

（三）第五年至第十年，每滿一年給與零點五個基數。

（四）第十一年至第十五年，每滿一年給與一個基數。

(五) 第十六年至第二十年，每滿一年給與二個基數。

(六) 第二十一年以後，每滿一年給與三個基數。

四、年資之採計，不滿一年者，不予計算。

Article 5

Special seniority funds are handled as follows:

1. Eligibility: Members of the former Kaohsiung Medical College Mutual Assistance Committee employed before December 31, 1994, who retire or resign.

2. Funding Source: The university will budget for the annual retirement and resignation cases.

3. Payment Standards:

(a) Based on the date these regulations were enacted, the basis point for each member is calculated using the original mutual assistance rules (approved by the 3rd Finance Group Meeting of the 11th Board of Directors on December 10, 1994). Seniority is calculated up to May 9, 1999. No further mutual assistance fees are collected, and the basis point remains frozen until retirement or resignation.

Payment is calculated by multiplying the basis point by the basic pay (including seniority pay) at the time of retirement.

(b) For members with less than five years of service, 0.1 of the basis points will be granted for the first year, increasing by 0.1 annually up to 0.4 for four years.

(c) From the fifth to the tenth year, 0.5 of the basis points is granted for each year.

(d) From the eleventh to the fifteenth year, 1 basis point per year.

(e) From the sixteenth to the twentieth year, 2 basis points per year.

(f) After the twenty-first year, 3 basis points per year.

4. Seniority Calculation: Partial years are not counted.

第 6 條

其他福利，本條各項福利得視當學年度預算編列情形調整或終止補助：

一、生日禮金：教職員工、專案教師及約僱職員生日當月，發給每人新臺幣五百元。

二、育兒津貼：家中有零至未滿六歲子女之教職員工、專案教師及約僱職員，補助每名子女每月新臺幣一千元，至其滿六歲前一個月止。

三、生產獎勵金：

(一) 教職員工或其配偶生產時，除給予生產補助，第二胎額外獎勵新臺幣一千元，第三胎以上額外獎勵新臺幣二千元。

(二) 專案教師、約僱職員或其配偶生產時，第一胎給予獎勵金新臺幣二千元，第二胎給予新臺幣三千元，第三胎以上給予新臺幣四千元。

四、學齡前子女教育補助：教職員工子女就讀幼幼班，比照本辦法第四條第三款所載國小標準補助，並以一年為限。

五、員工旅遊補助：經費補助對象及補助標準，依每學年度員工旅遊補助公告辦理。

Article 6

Other welfare benefits, subject to budget adjustments or termination each academic year, include:

1. Birthday Gift: NT\$500 for faculty, staff, project teachers, and contract staff during their birthday month.
2. Childcare Subsidy: NT\$1,000 per child per month for children under six years old.
3. Childbirth Incentive:
 - (a) For faculty and staff: NT\$1,000 for the second parity and NT\$2,000 for the third or subsequent parities.
 - (b) For project teachers and contract staff: NT\$2,000 for the first parity, NT\$3,000 for the second, and NT\$4,000 for the third or subsequent parities.
4. Preschool Education Subsidy: For children attending preschool, subsidies will follow the elementary school standard for one year.
5. Employee Travel Subsidy: The scope and standards are announced annually.

第 7 條

本辦法各項業務，由本校人力資源室主辦。

請領下列各項補助應先辦理職眷建檔，並檢附相關資料：

- 一、結婚補助：結婚登記證明影本（載明結婚日期之戶口名簿、戶籍謄本或戶政事務所發給之結婚證書）。
- 二、生產補助、生產獎勵金、育兒津貼：出生證明書影本、載明子女出生日期之戶口名簿影本或六個月內戶籍謄本影本。
- 三、因病住院補助：醫院診斷書影本及醫療繳費單影本。
- 四、喪葬補助：死亡證明文件影本（死亡證明書或檢察署相驗屍體證明書）。
- 五、殮葬補助：教職員工之戶籍謄本影本及死亡證明書影本（死亡證明書或檢察署相驗屍體證明書）、授權書、繼承人之金融機構存摺影本及身分證正反面影本。
- 六、子女教育補助：學雜費繳費單影本及繳費證明（需蓋收款章）影本；子女於國外就讀者，並應檢附子女之護照影本（修業期間之入出境紀錄）。

Article 7

The Human Resources Office manages these welfare benefits.

Applications must be supported with archived dependent data and proper documentation as follows:

1. Marriage Allowance: A copy of the marriage registration certificate (such as a household registry, household registration transcript, or a marriage certificate issued by the Household Registration Office) indicating the date of marriage.
2. Childbirth Allowance, Childbirth Incentive, and Childcare Subsidy: A copy of the birth certificate or a copy of the household registry indicating the child's date of birth, or a household registration transcript issued within the past six months.
3. Hospitalization Subsidy: A copy of the hospital diagnosis certificate and a copy of the medical expense receipt.
4. Funeral Subsidy: A copy of the death certificate (either a standard death certificate or a forensic death verification certificate issued by the Prosecutor's Office).
5. Burial Subsidy: A copy of the deceased employee's household registration transcript and death certificate (either a standard death certificate or a forensic

death verification certificate issued by the Prosecutor's Office), along with a letter of authorization, a copy of the heir's bank account passbook, and a copy of both sides of the heir's identification card.

6. Children's Education Subsidy: A copy of the tuition payment receipt and proof of payment (stamped with a receipt seal). For children studying abroad, a copy of the child's passport, including entry and exit records for the study period, must also be provided.

第 8 條 本辦法所定結婚補助、生產補助（獎勵金）、育兒津貼、因病住院補助、喪葬補助應於事實發生後三個月內，依規定提出申請，逾期均不予補助。
出國進修人員、留職停薪或因案停職人員於出國或停職期間發生可請領各項補助之事實，得於回國或復職後三個月內依規定申請補發。

Article 8 Applications for marriage allowance, childbirth allowance, childcare subsidy (incentive), hospitalization subsidy, and funeral subsidy must be submitted within three months of the event, in accordance with the relevant regulations. Late applications will not be accepted.

Personnel studying abroad, on unpaid leave, or suspension due to specific reasons who become eligible for allowances or subsidies during their leave or suspension period may apply for retroactive payment within three months after returning to work or resuming their duties, in accordance with the relevant regulations.

第 9 條 本辦法各項補助之經費由本校於每學年度編列預算支應。
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 9 All welfare expenses are covered by the university's annual budget and must comply with accounting procedures and audit standards.

第 10 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，並依規定議處。

Article 10 If there is any false reporting, fraudulent claims, double claiming, repeated claiming, forgery, or alteration of supporting documents when applying for subsidies, the received subsidy amount shall be recovered, and the matter shall be handled in accordance with relevant regulations.

第 11 條 教職員工及約僱職員之就醫優待依本校附屬機構及相關事業規定辦理。

Article 11 Medical benefits for faculty, staff, and contract staff follow the regulations of affiliated institutions and related businesses.

第 12 條 本辦法經行政會議、董事會議審議通過後，自公布日起實施，修正時亦同。

Article 12 These regulations take effect upon approval by the Administrative Meeting and Meeting of the Board of Directors. Amendments follow the same procedure.