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| **Kaosiung Medical University □Retirement □Resign Application****□ Faculty****□ Staff** |
| ※ KMU Full-time faculty members who concurrently serve as medical personnel at affiliated institutions must submit this application form together with the resignation or retirement application form submitted to the affiliated hospital when resigning or retiring.※ I acknowledge that, as a holder of a professional license, I am responsible for completing the required changes or cancellation of my practice registration within the prescribed period, in accordance with relevant regulations, starting from the effective date of my departure from the institution.Applicant： （Signature of Applicant）Date of application： YYYY/MM/DD Employee ID Number： |
| Staffing Unit | (First- and Second-level Unit Names) | PositionTitle | Affiliated Hospital |  |
| University |  |
| Reason |  | Employment Start Date | YYYY/MM/DD |
| Last Date |  YYYY/MM/DD |
| Effective Date |  YYYY/MM/DD |
| \* The effective date shall be the day following the last date, and salary payments will cease starting from the effective date. |
| Hospital Department Head |  | Hospital HR Department |  | Hospital Superintendent |  |
| University Unit Supervisor |  | Chair/Director(Department Institute or Center) |  | Dean (College or General Education Center) |  |
| University Human Resources Office  |

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| Check Item | Results | Handled by | Check Item | Results | Handled by |
| Apply within the prescribed period | □Y | □N |  | Fulfill the retirement age criteria | □Y | □N |  |
| Violation of hiring policies | □Y | □N |  | Other salary deductions, e.g., personal leave, etc. | □Y | □N |  |
| Completion of the mandatory service period after further education | □Y □Neither□N: | Medical charges or overpaid salary to be returned | □Y | □N |  |
| End Date of Appointment | YYYY/MM/DD | Others: |

Person in Charge Division Head Director |
| Senior Vice President |  | President |  |
| **Instructions: (Any matters not covered herein shall be handled in accordance with the University’s relevant regulations.)**1. Faculty and staff members who reach retirement age (or apply for retirement) must submit their application for approval at least four months in advance, accompanied by all required retirement documents, which should be prepared and sent to the HR Office for compilation. This will enable the University to forward the documents to the Private School Pension Fund Management Committee three months before retirement for further processing.
2. Notes for Faculty: (1) Faculty members who wish to resign during the term of their appointment must submit a resignation application two months in advance. Upon approval by the University, the resignation shall take effect only at the end of the semester or academic year.(2) For mid-term resignations or dismissals, all salaries and allowances shall cease as of the date of departure from the University.
3. Notes for Staff: (1) Staff members must submit a resignation application one month in advance, with the consent of their unit supervisor and the approval of the President.(2) Staff members who fail to submit their resignation in accordance with regulations, who leave their post without authorization during the term, or who stop reporting to work before the approved effective date of resignation, shall be subject to termination or dismissal.
4. **Once this form is approved by the President, it will be returned to the applicant together with a copy of the property inventory list issued by the Division of Property Management, Office of General Affairs, to facilitate the transfer of University property. Before the effective date, please complete property handover, adjustments to e-document system access rights, and all departure procedures, ensuring a clear handover of responsibilities.**

The **Exit Procedure Form** can be downloaded from the Human Resources Office website (Forms for Faculty and Staff), and the **E-Document System Access Change Form** can be downloaded from the Secretariat website (Common Forms). |

✽ Upon approval, the original of this form will be kept on file at the Human Resources Office. A copy will be forwarded to the applicant’s first-level unit and the applicant. [□ With / □ Without Property Inventory List]

Revised on Aug. .23, 2019