Miscellaneous Authorized Absences and Vacations (Last updated on January 21, 2022)

Title \ Type of Leave	Administrative and Technical Staff (each year)	Research Fellow or Research Specialist (each academic year)	Technical Worker or Maintenance Worker (each year)	Contract-based Employee under Personnel Expenses (each year)	Covered under Labor Standards Act	
					Contract-based Employee (each year)	Part-time Employee (each year)
Personal Leave (D)	7 Days For appointments of less than one year, personal leave will be calculated in proportion to working months. If leave is less than 4 hours, the employee will accrue 4 hours; if it is more than 4 hours but less than 8 hours, the person will accrue 8 hours. In the event of a family member needing to be vaccinated, suffering from a major illness, or other serious incidents that require the employee to provide person care, he/she can take up to 7 days of family care leave per year, with the number of days for this leave incorporated into personal leave.	7 Days For appointments of less than one year, personal leave will be calculated in proportion to working months. If leave is less than 4 hours, the employee will accrue 4 hours; if it is more than 4 hours but less than 8 hours, the person will accrue 8 hours. In the event of a family member needing to be vaccinated, suffering from a major illness, or other serious incidents that require the employee to provide person care, he/she can take up to 7 days of family care leave per year, with the number of days for this leave incorporated into personal leave.	7 Days For appointments of less than one year, personal leave will be calculated in proportion to working months. If leave is less than 4 hours, the employee will accrue 4 hours; if it is more than 4 hours but less than 8 hours, the person will accrue 8 hours. In the event of a family member needing to be vaccinated, suffering from a major illness, or other serious incidents that require the employee to provide person care, he/she can take up to 7 days of family care leave per year, with the number of days for this leave incorporated into personal leave.	7 Days For appointments of less than one year, personal leave will be calculated in proportion to working months. If leave is less than 4 hours, the employee will accrue 4 hours; if it is more than 4 hours but less than 8 hours, the person will accrue 8 hours. In the event of a family member needing to be vaccinated, suffering from a major illness, or other serious incidents that require the employee to provide person care, he/she can take up to 7 days of family care leave per year, with the number of days for this leave incorporated into personal leave.	14 Days Employees have 5 days of paid personal leave. For appointments of less than one year, personal leave will be calculated in proportion to working months. If leave is less than 4 hours, the person will accrue 4 hours; if it is more than 4 hours but less than 8 hours, the person will accrue 8 hours. In the event of a family member needing to be vaccinated, suffering from a major illness, or other serious incidents that require the employee to provide person care, he/she can take up to 7 days of family care leave per year, with the number of days for this leave incorporated into personal leave.	14 Days Personal leave is unpaid.
Sick Leave (E)	28 Days Applications for sick leave of longer than 2 consecutive days must be accompanied by documentation issued by a certified medical	28 Days Applications for sick leave of longer than 2 consecutive days must be accompanied by documentation issued by a certified medical	28 Days Applications for sick leave of longer than 2 consecutive days must be accompanied by documentation issued by a certified medical	14 Days Applications for sick leave of longer than 2 consecutive days must be accompanied by documentation issued by a certified	30 Days Applications for sick leave of longer than 2 consecutive days must be accompanied by documentation issued by a certified medical institution or doctor. (Sick leave is unpaid from the 16th day of	30 Days Medical documentation issued by a certificated medical institution or doctor is required.

	institution or doctor. Female employees having difficulties working during their periods may request 1 day of period leave each month. Period leave shall not be counted as sick leave if period leave days do not exceed 3 days a year; all additional period leave days shall be counted as sick leave. When an employee suffers from a critical illness or injury that cannot be cured in a short period or must threat in order to avoid a miscarriage, sick leave may be extended after receiving approval from his/her supervisor. The extension period begins with the first day of taking extended sick leave for the first time. The total amount of extended sick leave shall not exceed 1 year for a 2-year period.	institution or doctor. Female employees having difficulties working during their periods may request 1 day of period leave each month. Period leave shall not be counted as sick leave if period leave days do not exceed 3 days a year; all additional period leave days shall be counted as sick leave. When an employee suffers from a critical illness or injury that cannot be cured in a short period or must threat in order to avoid a miscarriage, sick leave may be extended after receiving approval from his/her supervisor. The extension period begins with the first day of taking extended sick leave for the first time. The total amount of extended sick leave shall not exceed 1 year for a 2-year period.	institution or doctor. Female employees having difficulties working during their periods may request 1 day of period leave each month. Period leave shall not be counted as sick leave if period leave days do not exceed 3 days a year; all additional period leave days shall be counted as sick leave. When an employee suffers from a critical illness or injury that cannot be cured in a short period or must threat in order to avoid a miscarriage, sick leave may be extended after receiving approval from his/her supervisor. The extension period begins with the first day of taking extended sick leave for the first time. The total amount of extended sick leave shall not exceed 1 year for a 2-year period.	medical institution or doctor. Female employees having difficulties working during their periods may request 1 day of period leave each month. Period leave shall not be counted as sick leave if period leave days do not exceed 3 days a year; all additional period leave days shall be counted as sick leave. When an employee suffers from a critical illness or injury that cannot be cured in a short period or must threat in order to avoid a miscarriage, sick leave may be extended after receiving approval from his/her supervisor. The extension period begins with the first day of taking extended sick leave for the first time. The total amount of extended sick leave shall not exceed 30 days for a 6-month period. However, the employee shall not be reappointed if he/she has not recovered by	absence.) Female employees having difficulties working during their periods may request 1 day of period leave each month. Period leave shall not be counted as sick leave if period leave days do not exceed 3 days a year; all additional period leave days shall be counted as sick leave. When the employee is diagnosed with cancer or advised to rest by a physician in order to avoid a miscarriage, outpatient treatment period shall be included as hospitalized sick leave. The total of hospitalized and non-hospitalized sick leave shall not exceed 1 year for a 2-year period (hospitalized sick leave is unpaid).	Female employees having difficulties working during their periods may request 1 day of period leave each month without any documentation. Period leave shall not be counted as sick leave if period leave days do not exceed 3 days a year. During sick leave, the employee will receive half-pay; period leave is half-paid regardless of whether it is counted as sick leave.

				the time the contract expires.		
Marital Leave (G)	14 Days Marital leave shall be taken within 3 months from the 10th day before the wedding. If a special case is approved, such leave shall be taken within 1 year after the wedding.	14 Days Marital leave shall be taken within 3 months from the 10th day before the wedding. If a special case is approved, such leave shall be taken within 1 year after the wedding.	14 Days Marital leave shall be taken within 3 months from the 10th day before the wedding. If a special case is approved, such leave shall be taken within 1 year after the wedding.	14 Days Marital leave shall be taken within 3 months from the 10th day before the wedding. If a special case is approved, such leave shall be taken within 1 year after the wedding.	8 Days Marital leave shall be taken within 3 months from the 10th day before the wedding. If a special case is approved, such leave shall be taken within 1 year after the wedding.	8 Days This leave should be taken within one month.
Prenatal Leave (P)	8 Days	8 Days	8 Days	8 Days	7 Days	------
Pregnancy Checkup Accompaniment and Paternity Leave (R)	7 Days Pregnancy checkup accompaniment and paternity leaves shall be taken during the spouse's pregnancy, or within 15 days (including designated days off) before or after the spouse's delivery date (or the spouse's miscarriage date after 20 weeks of pregnancy).	7 Days Pregnancy checkup accompaniment and paternity leaves shall be taken during the spouse's pregnancy, or within 15 days (including designated days off) before or after the spouse's delivery date (or the spouse's miscarriage date after 20 weeks of pregnancy).	7 Days Pregnancy checkup accompaniment and paternity leaves shall be taken during the spouse's pregnancy, or within 15 days (including designated days off) before or after the spouse's delivery date (or the spouse's miscarriage date after 20 weeks of pregnancy).	7 Days Pregnancy checkup accompaniment and paternity leaves shall be taken during the spouse's pregnancy, or within 15 days (including designated days off) before or after the spouse's delivery date (or the spouse's miscarriage date after 20 weeks of pregnancy).	7 Days Pregnancy checkup accompaniment and paternity leaves shall be taken during the spouse's pregnancy, or within 15 days (including designated days off) before or after the spouse's delivery date (or the spouse's miscarriage date after 20 weeks of pregnancy).	7 Days Pregnancy checkup accompaniment and paternity leaves shall be taken during the spouse's pregnancy, or within 15 days (including designated days off) before or after the spouse's delivery date (or the spouse's miscarriage date after 20 weeks of pregnancy).
Maternity Leave (H, used at one time)	42 Days Maternity leave up to 12 days can be taken if the employee has used up all prenatal leave before labor; such leave does not have to be	42 Days Maternity leave up to 12 days can be taken if the employee has used up all prenatal leave before labor; such leave does not have to be taken all at once.	42 Days Maternity leave up to 12 days can be taken if the employee has used up all prenatal leave before labor; such leave does not have to be taken all at once.	42 Days Maternity leave up to 12 days can be taken if the employee has used up all prenatal leave before labor; such leave does not have to be	42 Days	40 Days

	taken all at once.			taken all at once.		
Miscarriage Leave (Q, used at one time)	For employees pregnant less than 12 weeks: 14 days For employees pregnant more than 12 weeks but less than 20 weeks: 21 days For employees pregnant more than 20 weeks: 42 days	For employees pregnant less than 12 weeks: 14 days For employees pregnant more than 12 weeks but less than 20 weeks: 21 days For employees pregnant more than 20 weeks: 42 days	For employees pregnant less than 12 weeks: 14 days For employees pregnant more than 12 weeks but less than 20 weeks: 21 days For employees pregnant more than 20 weeks: 42 days	For employees pregnant less than 12 weeks: 14 days For employees pregnant more than 12 weeks but less than 20 weeks: 21 days For employees pregnant more than 20 weeks: 42 days	For employees pregnant less than 8 weeks: 5 days For pregnancy less than 12 weeks: 14 days For employees pregnant more than 12 weeks but less than 20 weeks: 21 days For employees pregnant more than 20 weeks: 42 days	For employees pregnant less than 2 months: 5 days For employees pregnant less than 3 months: 7 days For employees pregnant more than 3 months: 20 days
Bereavement Leave (I)	For death of a parent or spouse: 15 days For death of a step-parent, spouse's parent, or child: 10 days For death of a great-grandparent, grandparent, spouse's grandparent, spouse's step-parent, or sibling: 5 days	For death of a parent or spouse: 15 days For death of a step-parent, spouse's parent, or child: 10 days For death of a great-grandparent, grandparent, spouse's grandparent, spouse's step-parent, or sibling: 5 days	For death of a parent or spouse: 15 days For death of a step-parent, spouse's parent, or child: 10 days For death of a grandparent, or spouse's step-parent: 6 days For death of a great-grandparent, spouse's grandparent or sibling: 5 days	For death of a parent or spouse: 10 days For death of a step-parent, spouse's parent, or child: 7 days For death of a great-grandparent, grandparent, spouse's grandparent, spouse's step-parent, or sibling: 3 days	For death of a parent or spouse: 10 days For death of a foster parent or step-parent: 8 days For death of a spouse's parent or child: 7 days For death of a grandparent, spouse's foster parent or step-parent: 6 days For death of a great-grandparent, spouse's grandparent or sibling: 3 days	For death of a parent, foster parent, step-parent, or spouse: 8 days For death of a grandparent, child, as well as spouse's parent, foster parent or step-parent: 6 days For death of a great-grandparent, sibling, or spouse's grandparent: 3 days
	(Bereavement leave shall be taken within 100 days after a death)	(Bereavement leave shall be taken within 100 days after a death)	(Bereavement leave shall be taken within 100 days after a death)	(Bereavement leave shall be taken within 100 days after a death)	(Bereavement leave shall be taken within 100 days after a death)	(Bereavement leave shall be taken within 100 days after a death)

Annual leave (F)	Leave in proportion with actual appointment time: New staff whose appointment begins after February shall be entitled to annual leave from the following January. Annual leave shall be given according to the proportion of the period from the month of appointment to the end of the year. 7 Days: For employees who have served a complete fiscal year, 7 days of annual leave will be given from the 2nd year. 14 Days: For employees who have served for 3 fiscal years, 14 days of annual leave will be given from the 4th year. 21 Days: For employees who have served for 6 fiscal years, 21 days of annual leave will be given from the 7th year. 28 Days: For employees who have served for 9 fiscal years, 28 days of annual leave will be given from the 10th year.	21 Days: 21 Days for each academic year. For new staff whose appointment begins after September, annual leave shall be given according to the proportion of the period from the month of appointment to the end of academic year.	Leave in proportion with actual appointment time: New staff whose appointment begins after February shall be entitled to annual leave from the following January. Annual leave shall be given according to the proportion of the period from the month of appointment to the end of the year. 7 Days: For employees who have served a complete fiscal year, 7 days of annual leave will be given from the 2nd year. 14 Days: For employees who have served for 3 fiscal years, 14 days of annual leave will be given from the 4th year. 21 Days: For employees who have served for 6 fiscal years, 21 days of annual leave will be given from the 7th year. 28 Days: For employees who have served for 9 fiscal years, 28 days of annual leave will be given from the 10th year. 30 Days: For employees who have served for	Leave in proportion with actual appointment time: New staff whose appointment begins after February shall be entitled to annual leave from the following January. Annual leave shall be given according to the proportion of the period from the month of appointment to the end of the year. 7 Days: For employees who have served a complete fiscal year, 7 days of annual leave will be given from the 2nd year. 14 Days: For employees who have served for 3 fiscal years, 14 days of annual leave will be given from the 4th year. 21 Days: For employees who have served for 6 fiscal years, 21 days of annual leave will be given from the 7th year. 28 Days: For employees who have served for 9 fiscal years, 28 days of annual leave will be given from the 10th year.	For employees whose appointment began on or before December 31, 2017 3 days of annual leave are given after 6 months service in the first year of the appointment. 7 days of annual leave are given in the 2nd year of the appointment. 10 days of annual leave are given in the 3rd year of the appointment. 14 days of annual leave are given each year after the 4th year of the appointment. 15 days of annual leave are given each year after the 6th year of the appointment. 21 days are given each year starting with the next year after 6 years of service.	For employees whose appointment began on or after January 1, 2018 3 days of annual leave are given after 6 months service in the first year of the appointment. 7 days of annual leave are given in the 2nd year of the appointment. 10 days of annual leave are given in the 3rd year of the appointment. 14 days of annual leave are given each year after the 4th year of the appointment. 15 days of annual leave are given each year after the 6th year of the appointment. Beginning with the 11th year of service,	3 days of annual leave are given after 6 months but less than 1 year of service. 7 days of annual leave are given after 1 year but less than 2 years of service. 10 days of annual leave are given after 2 years but less than 3 years of service. 14 days of annual leave are given after 3 years but less than 5 years of service. 15 days of annual leave are given after 5 years but less than 10 years of service. After 10 years of service, 1 additional day of annual leave will be given each year up to a maximum of 30 days.

	30 Days: For employees who have served for 14 fiscal years, 30 days of annual leave will be given from the 15th year.		14 fiscal years, 30 days of annual leave will be given from the 15th year.	30 Days: For employees who have served for 14 fiscal years, 30 days of annual leave will be given from the 15th year.	28 days are given each year starting with the next year after 9 years of service. 30 days are given each year starting with the next year after 14 years of service.	one additional day of annual leave will be given each year up to a maximum of 30 days..	
	Saving Annual Leave: For employees whose annual leave is no more than 14 days, their annual leave has to be taken within a year. Annual leave of more than 14 days can be saved until the third year if such leave is not compensated. However, such leave will be considered abandoned if not taken in the third year.	Saving Annual Leave: If annual leave cannot be taken, it can be saved without being compensated with overtime pay, but only with the permission of the Director of the Institute, Office or Research Center; such leave can be saved for one year.	Saving Annual Leave:	Saving Annual Leave:	Saving Annual Leave:		Saving Annual Leave: Based on an Annual System in accordance with Article 38 of the Labor Standards Act; or consult the “Annual Leave Calculator.”