

靜宜大學年終工作獎金發放辦法

Providence University Year-End Work Bonus Issuance Regulations

Amended and approved by the Administrative Meeting on November 25, 2020.

Article 1

To provide stability for the full-time faculty, staff, and contracted employees of the university, a year-end work bonus is granted. These Guidelines are established with reference to the "Year-End Work Bonus Distribution Guidelines for Military, Civil, and Educational Personnel" and the university's specific circumstances.

Article 2

Eligible recipients include current full-time faculty, staff, contracted employees, and those who took a leave of absence without pay, retired, were laid off, or passed away during the year.

Article 3

Bonus Distribution Standards:

1. For staff, the bonus is calculated based on the monthly salary and professional allowance. For faculty members, it is based on the monthly salary and academic research allowance. Supervisors receive an additional supervisory allowance, while drivers, electricians, and carpenters receive an additional work stipend.
2. Employees who were hired before January 31 of the given year and are still employed on December 31 of the same year will receive 1.5 months of their salary as a year-end bonus. Employees hired after February 1 of the same year and still employed on December 31 will receive a prorated bonus based on the number of months worked (for example, those hired in July will receive 6/12 of the bonus, while those hired in November will receive 2/12). The calculation is based on the salary and benefits provided in December of that year.
3. Employees still employed in December will receive the year-end bonus based on their actual months worked that year, regardless of whether their service period is continuous. Any partial months less than 30 days will be counted as a full month.
4. Employees who took a leave of absence without pay, retired, were laid off, or passed away during the year will receive a prorated bonus based on their actual months worked, calculated according to their salary and benefits during their last month of employment (e.g., retirees in January will receive 1/12 of the bonus, and so on). Employees on leave with pay are eligible for the year-end bonus, except in the following cases:
 - (1). Those on leave with pay for teaching, research, or study under the "Providence University Guidelines for Faculty Teaching, Research, and Study Leave" will receive a prorated bonus based on their actual months worked (excluding the leave period).
 - (2). Those extending medical leave with pay during their leave period will have their bonus calculated at 0.8 months, with the rest of their working months calculated at 1.5 months.
5. Current employees who have experienced a mid-year change in position will receive a prorated bonus based on the months served in each role.

Article 4

The year-end work bonus for eligible recipients shall be distributed according to the following regulations:

1. For those disciplined by the university's Faculty Review Committee, in accordance with relevant regulations, the decision will be implemented based on the committee's resolution.
2. Employees rated "B" in performance evaluations will receive a one-month salary as the year-end bonus.
3. Employees rated "C" due to sick or personal leave will receive a 0.5-month bonus.
4. Employees rated "C" (excluding those due to sick or personal leave) will not receive a bonus.
5. Employees who accumulate one minor demerit, after considering all merits and demerits for the year, will receive a one-month bonus.

6. Employees who accumulate two minor demerits after considering all merits and demerits will receive a 0.8-month bonus.
7. Employees who accumulate three minor demerits or at least one major demerit will receive a 0.4-month bonus. If an employee falls under two or more of the above categories, the lower bonus amount will be applied.

Article 5

The bonus will be distributed 10 days before the Lunar New Year.

Article 6

These Guidelines shall be implemented after approval by the Executive Meeting and announcement by the President. The same procedure applies for any amendments.

approved by the Administrative Meeting on May 3, 2006