

# Regulations on Staff Members Service

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|---------------------------------|-----------------------------|-----------------------------|
| Established on December 3, 1986 | Amended on October 22, 1997 | Amended on March 1, 2008    |
| Amended on April 1, 1987        | Amended on March 1, 1998    | Amended on March 1, 2009    |
| Amended on August 1, 1988       | Amended on October 19, 1998 | Amended on August 7, 2009   |
| Amended on December 1, 1989     | Amended on March 1, 2000    | Amended on March 1, 2010    |
| Amended on May 1, 1990          | Amended on June 1, 2001     | Amended on January 28, 2015 |
| Amended on March 1, 1992        | Amended on November 1, 2001 | Amended on June 16, 2016    |
| Amended on March 1, 1994        | Amended on January 12, 2002 |                             |
| Amended on December 22, 1994    | Amended on June 23, 2003    |                             |

## Chapter 1 General Provisions

**Article 1 (Purpose)** These regulations seek to specify matters concerning the service of university staff members.

**Article 2 (Application Scope)** Except when specifically stipulated by the applicable laws, the Bylaws of POSTECH Foundation or other regulations concerning the service of university staff members (including teaching assistant, part-time instructor, part-time employees, and contractual staff member), these detailed regulations shall apply.

## Chapter 2 Service

**Article 3 (Obligations)** A staff member shall observe the following:

1. University staff members shall respect one another while keeping private and public matters separate and shall refrain from mutually distrusting each other.
2. University staff members shall observe university rules and regulations, perform duty-related orders faithfully, and execute duties to the best of their abilities.
3. University staff members shall neither engage nor participate in any act that may damage the credit and reputation of the University.
4. University staff members shall neither disclose nor announce, even after retirement, any and all confidential information or matters that are not publicly announced and which were obtained in the course of performing their duties while in service.
5. University staff members shall neither accept rewards, gifts, or entertainment nor borrow money nor carry out any act of monetary transfer with/from the account of any interested party of the University while performing their duties.
6. University staff members shall fully cooperate on safety-related activities such as prevention of theft and fire, cleanliness and worksite organization, etc.

**Article 4 (Approval of Additional Office)** A staff member may hold an additional office in another institution with the approval of the person who has the authority to appoint and dismiss provided such does not intervene with the given duty but deemed to benefit the University.

**Article 5 (Deleted)**

**Article 6 (Deleted)**

**Article 7 (Service During Business Trip)** ① When taking a business trip, a university staff member shall get an order for the business trip.

② A university staff member ordered to take a business trip shall do his/her best to complete the corresponding duties and shall refrain from spending the allotted period of time on personal matters.

③ In case the university staff member fails to fulfill the duty assigned within the designated period of time, he/she shall report to his/her director by telephone, telegram, or other means of communication and follow the direction of the director.

④ A university member returning from a business trip shall immediately report to his/her director in writing the result of the business trip. For minor matters, however, verbal report may be accepted.

⑤ The trip expenses of a university staff member taking a business trip shall be paid pursuant to the provisions of the Business Trip Expense Regulations.

**Article 8 (Secondment)** ① The services of a staff member working at the foundation or the University on secondment shall be directed or supervised by the head of the institution or the department to which the staff member is dispatched.

② University members dispatched to various domestic and international agencies or organizations for purposes of service or education and training shall be led and supervised by the person who has the authority to appoint.

③ (Deleted)

**Article 9 (Standby Duty)** The university staff shall take appropriate actions and make reports on the overall matters that occur when performing standby duties faithfully.

**Article 10 (Dress Code)** ① A staff member shall always wear neat clothing to maintain his or her dignity while on duty.

② The Chairman of the Board of Trustees or the President of the University, if necessary, may direct university staff members to wear the specified uniform or provide such uniform.

### Chapter 3 Performing Duties

**Article 11 (Work Hours)** ① University staff members shall work 40 hours a week, from 9:00 to 18:00 (excluding recesses).

② The Chairman of the Board of Trustees or the President of the University may change the working hours depending on the circumstances of the university and shorten the working hours during vacations.

**Article 12 (Overtime Work and Holiday Work)** Notwithstanding the provisions in Article 11, the Chairman of the Board of Trustees or the President can order overtime work or holiday work if such is urgently required by the operation. In such case, additional allowance as specified in the Labor Standards Act shall be paid.

**Article 13 (Attendance and Leaving the Office)** ① Except in special cases, university staff members shall adhere to their workplace schedule.

② The provision on attendance and leaving the office of faculty members may be separately determined and implemented.

**Article 14 (Report of Absence)** A university staff member who wishes to take time off from work due to illness or personal matters shall obtain approval from the director in advance. If prior approval cannot be

obtained for urgent or inevitable reasons, however, approval shall be obtained within 48 hours of the date such reason occurred.

**Article 15 (Early Departure and/or Leaving the Premises)** A university staff member who wishes to leave early or go out during work hours due to illness or other reasons must notify the director to avoid disrupting the operation.

## Chapter 4 Holidays and Leave

**Article 16 (Holidays)** The followings are the holidays of the University:

1. Saturdays, Sundays, and holidays specified in "Regulations on Holidays of Public Agencies" (Amended on January 28, 2015)
2. Anniversary of university's foundation
3. Labor Day
4. Other special holidays temporarily established by the government or the University

**Article 17 (Leave)** ① University staff members' leave shall be classified into annual leave, sick leave, official leave, and special leave.

② Approval shall be obtained from the directors before taking a leave. Provided, however, that this shall not apply to the annual leave implemented based on the overall plan of the University.

**Article 18 (Annual Leave)** ① The annual leave of the university staff member is provided in accordance with the Labor Standards Act. (Amended on March 1, 2010) (Amended June 16, 2016)

1. Every employer shall grant any worker who has worked not less than 80 percent of one year a paid leave of 15 days.
2. Any worker who has continuously worked for less than one year or who has worked less than 80 percentages of one year shall be granted one paid-leave day for each month during which he/she has continuously worked.
3. Where an employer grants any worker a paid leave for the latter's first year of work, the former shall grant the latter a paid leave of 15 days, including the paid-leave referred to in paragraph (2), and, if the latter has already taken the paid-leave provided for in paragraph (2), shall deduct the number of days of such paid-leave from the said 15 days.
4. Every employer shall grant any worker who has continuously worked for not less than three years the paid-leave days that are calculated by adding one day for every two continuously working years not including the first one year to the 15 paid-leave days referred to in paragraph (1). In this case, the total number of paid-leave days, including the additional paid-leave days, shall not exceed 25 days.

② Each director shall establish and implement the annual leave plan for staff members such that annual leave is not concentrated on a certain period of time.

③ The annual leave of the university staff member may be granted in advance with director's (or department head's) approval. (Established June 16, 2016)

**Article 19 (Sick Leave)** ① The Chairman of the Board of Trustees or the President can permit up to 2 months' sick leave in a year in any of the following cases (provided, however, that the period may be extended up to six (6) months in case the university staff member is under treatment due to disease or injury resulting from the performance of official business):

1. A university staff member is unable to perform his/her duty due to illness or injury.

2. A university staff member contracts an infectious disease, and he/she is likely to affect the health of other university staff members.
- ② In case the period of sick leave is 7 days or more, a medical certificate from a medical doctor shall be attached; if it is less than 7 days, a medical doctor's written confirmation on treatment or other related document shall be attached.

**Article 20 (Official Leave)** In any of the following cases, the Chairman of the Board of Trustees or the President shall grant official leave for the required period:

1. A university staff member is called pursuant to the Military Service Act or other applicable laws to respond to an inspection roll call or is mobilized, or he/she participates in military training.
2. A university staff member is summoned by the court, prosecutor's office, or other state agency in connection with official business.
3. A university member votes pursuant to the provisions of applicable law.
4. A university member is unable to report for work due to natural disaster, traffic interruption, or for other reasons.
5. A university staff member intends to attend the wedding ceremony of another staff member or to make a condolence call at the time of death of another university staff member or his/her spouse or parent on behalf of the University.

**Article 21 (Special Leave)** ① A university staff member who is getting married or who has a family event can use holidays according to the rules in Attached Table 1.

② Deleted (March 1, 2008)

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④ A university staff member who received official commendation from the Chairman of the Board of Trustees or the President of the University may take up to three (3) days' leave. A university staff member who won a medal or received a reward or an official commendation from the prime minister or higher or who was honored in recognition of his/her 20, 25, or 30 years in service may take up to six (6) days' leave.

**Article 22 (Maternity Leave)** ① A female staff member shall be granted a total of a 90-day maternity leave (120-day maternity leave, if she is pregnant with at least two children at a time) before and after childbirth. In such cases, at least 45 days (60 days if she is pregnant with two or more children at a time) of the leave period after childbirth shall be allowed. (Amended on November 1, 2001) (Amended June 16, 2016)

② Where a pregnant female staff member requests the leave under paragraph (1) due to her experience of miscarriage or other reasons prescribed by the Labor Standards Act, the female staff member shall be allowed to use the leave at multiple times any time before her childbirth. In such cases, the period of leave after the childbirth shall be at least 45 days (60 days, if she is pregnant with at least two children at a time) consecutively. (Amended June 16, 2016)

③ Where a pregnant female staff member has a miscarriage or stillbirth, she shall, upon her request, be granted a miscarriage/stillbirth leave, as prescribed by the Labor Standards Act: Provided, that the same shall not apply to any abortion carried out by artificial termination of pregnancy (excluding cases under Article 14 (1) of the Mother and Child Health Act). (Established June 16, 2016)

1. Where a pregnancy period of the worker who suffers from miscarriage or stillbirth (hereinafter referred to as the "pregnancy period") is not more than 11 weeks: up to five days from the date of miscarriage or stillbirth;

2. Where the pregnancy period is not less than 12 weeks but not more than 15 weeks: up to ten days from the date of miscarriage or stillbirth;
  3. Where the pregnancy period is not less than 16 weeks but not more than 21 weeks: up to 30 days from the date of miscarriage or stillbirth;
  4. Where the pregnancy period is not less than 22 weeks but not more than 27 weeks: up to 60 days from the date of miscarriage or stillbirth;
  5. Where the pregnancy period is not less than 28 weeks: up to 90 days from the date of miscarriage or stillbirth;
- ④ The first 60 days (75 days, if she is pregnant with at least two children at a time) in the period of leave under paragraphs ① through ③ shall be stipendiary: Provided, that when the leave allowances before and after childbirth, etc. have been paid under Article 18 of the Equal Employment Opportunity and Work-Family Balance Assistance Act, the payment responsibility shall be exempted within the limit of the relevant amount. (Established June 16, 2016)
- ⑤ Where a female worker who has been pregnant for not more than 12 weeks or for not less than 36 weeks requests the reduction of her work hours by two hours a day, she shall be permitted: Provided, that he/she may permit to reduce her work hours to six hours if her work hours are shorter than eight hours a day. (Established June 16, 2016)
- ⑥ Where a pregnant female university staff member claims time necessary for a periodical medical examination of pregnant women under Article 10 of the Mother and Child Health Act, she shall be granted permission for such time. (Established June 16, 2016)
- ⑦ A female university staff member shall be granted thirty-minute or longer paid nursing time twice a day to those female workers who have infants under the age of one, upon request. (Established June 16, 2016)
- ⑧ If the Labor Standards Act or relevant legislation regarding protection of pregnant women changes, the legislation shall be followed. (Established June 16, 2016)

**Article 23 (Paternity Leave)** In case a male university staff member requests for leave because his spouse is about to give birth, five days' paternity leave shall be granted. (Amended on January 28, 2015)

**Article 24 (Reduction of Working Hours for Period of Childcare)** Where any university staff member eligible to apply for childcare leave applies for a reduction of working hours in lieu of such leave, he/she shall be granted in accordance with the Labor Standards Act. (Established June 16, 2016)

**Article 25 (Physiological Leave)** In case a female university staff member requests for a physiological leave, one-day leave per month shall be granted.

**Article 26 (Holidays While on Leave)** Holidays during the period of leave pursuant to Clause 2 shall not be included in the number of days of leave. Provided, however, that this shall not apply if the period exceeds one month.

**Article 27 (Number of Days of Leave in Excess of the Specified Period)** The number of days of leave in excess of the period specified in these regulations shall be considered absence from work.

## Chapter 5 Transition

**Article 28 (Resignation Letter)** A university staff member shall directly declare his or her intention to resign to the director 30 days in advance, submit the resignation letter at least 15 days before the expected resignation date, and follow the resignation procedure.

**Article 29 (Transition of Business)** ① A university staff member shall immediately carry out the transition of business (including transfer of documents, cash, and other articles altogether) when there is a change in his or her status as staff member, e.g., resignation, leave, or other changes.

② In carrying out the transition of business, two copies of the written transition of business to be signed by the transferor, transferee, and inspector shall be prepared, with the transferor and the transferee keeping one copy each.

③ The inspector at the time of transition of business shall be the second highest superior of the transferor.

### **Addendum**

These amended regulations shall take effect on March 1, 1992.

### **Addenda**

1. These amended regulations shall take effect on March 1, 1994.
2. Matters executed prior to the effective date of these regulations shall be deemed executed pursuant to these regulations.
3. Matters other than those specifically provided for in these regulations shall be governed by the provisions of applicable laws or customary practices.

### **Addendum**

These amended regulations shall take effect on December 22, 1994.

### **Addendum**

These amended regulations shall take effect on October 22, 1997.

### **Addendum**

These amended regulations shall take effect on March 1, 1998.

### **Addenda**

1. These amended regulations shall take effect on October 19, 1998.
2. Notwithstanding the provision of Article 11, the period of service in winter of 1998 shall be from October 19, 1998 to March 18, 1999.

## **Addenda**

1. These amended regulations shall take effect on March 1, 2000.
2. (Interim Measure for Article 18) In the case of Pohang Accelerator Laboratory, these regulations shall apply only to staff members of the Planning and Administration Team of the Administration Office; the regulations on annual leave prior to the amendment of these regulations shall apply to all other staff members.

## **Addendum**

These amended regulations shall take effect on June 1, 2001.

## **Addendum**

These amended regulations shall take effect on November 1, 2001.

## **Addendum**

These amended regulations shall take effect on January 12, 2002.

## **Addendum**

These amended regulations shall take effect on June 23, 2003. In the case of Pohang Accelerator Laboratory, however, the amended provisions of Item 1, Article 16 and Clause 1, Article 18 shall take effect on July 7, 2003.

## **Addendum**

These amended regulations shall take effect on March 1, 2008.

## **Addenda**

1. (Effective Date) These amended regulations shall take effect on March 1, 2009.
2. (Interim Measures) The previous respective service regulations for the staff members of the Foundation and the University shall be abolished and integrated into these regulations as of the date of enforcement of these regulations.

## **Addendum**

These amended regulations shall take effect on August 7, 2009.

## **Addendum**

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These amended regulations shall take effect on March 1, 2010.

**Addendum**

These amended regulations shall take effect on January 28, 2015.

**Addendum**

These amended regulations shall take effect on June 16, 2016.

(Attached Table 1)

## Number of Days of Congratulatory and Condolatory Leave

| Category                         | Subject  | Number of days |
|----------------------------------|--|----------------|
| Marriage                         | Staff member himself/herself   | 7              |
|                                  | Staff member's son or daughter   | 2              |
|                                  | Brother and sister of staff member and his/her spouse                  | 1              |
| 60 <sup>th</sup> birthday        | Staff member and his/her spouse  | 5              |
|                                  | Lineal ascendants of staff member and his/her spouse                   | 1              |
| Childbirth                       | Spouse   | 5              |
| Death                            | Spouse   | 7              |
|                                  | Lineal ascendants of staff member and his/her spouse                   | 5              |
|                                  | Son/Daughter and brother and sister of staff member and his/her spouse | 3              |
|                                  | Uncle and aunt of staff member and his/her spouse                      | 3              |
| Expiration of period of mourning | Spouse   | 2              |
|                                  | Lineal ascendants of staff member and his/her spouse                   | 2              |
|                                  | Brother and sister of staff member and his/her spouse                  | 1              |

In case of remote area, however, the number of days for round-trip transportation may be totaled.