



Orientation for New Employees

Organizing Unit : personnel

Report Items

Benefits

福利

差勤

Attendance & Leave

Staff Working Hours

Attendance and Benefits - Report Items

During the semester: 8:00 AM to 5:00 PM.

During winter and summer breaks: 8:30 AM to 4:30 PM. **Staff Working Hours**

The one-hour reduction in working hours during winter and summer breaks is considered an incentive and is not included in the calculation of faculty and staff entitlements, such as the basis for overtime pay or leave.



Staff Working Hours

- Our school records attendance using paper sign-in and sign-out sheets (with a 5-minute grace period before and after the scheduled time).
- The original "Attendance Sign-In/Out Sheet," once signed and stamped by the department supervisor, must be submitted to the Personnel Office for record-keeping by the 3rd day of the following month.
- On the day of leave, there is no need to sign in or out; please indicate the type of leave in the remarks column. For overtime, also note it in the remarks column.

Staff Working Hours

- Overtime must be **requested in advance** and approved by the department supervisor (with work schedules adjusted accordingly).
- Overtime may begin only after working for 4 hours and taking a 30-minute break.**
- The total working hours in a single day (regular hours plus overtime) must not exceed 12 hours.**

On-Campus Attendance Regulations

- Leave Policy for Faculty and Staff (Applicable to Public Insurance Employees)
- Labor Work Regulations (Applicable to Labor Insurance Employees)
- Guidelines for Work and Leave of Administrative and Teaching Staff During Winter and Summer Breaks
- Principles for Handling Work and Classes During Natural Disasters

Leave Procedures

- Leave requests must be submitted in advance through the online leave system. Employees may leave only after approval.
- In case of sudden illness or emergencies, a colleague may submit the leave request on your behalf.
- Failure to follow leave procedures, leaving duty without approval, exceeding the allotted leave without reporting back, or submitting false leave information will be considered absenteeism.
- Before traveling abroad (including during winter and summer breaks), employees must complete and submit an overseas travel notification form in accordance with administrative procedures for approval and record-keeping.

Step 1

校務資訊服務系統(sso.wzu.edu.tw)

Enter Username (Employee ID) – Password – Random img

Log In



Step 2

Select "Information System" under "Application Systems" (for Faculty & Staff)

→人事薪資→差勤作業→教師、職員或專案人員請假作業



- If a faculty or staff member's leave is approved as official leave, they may apply

- 大落外

Items	Performance Evaluation
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- For public insurance employees, a performance rating of C results in no salary increase; a rating of D, or three C

- 温州外国语学校 WENZAO FOREIGN SCHOOL

福利

100%

[illegible]

- The school provides group insurance for full-time faculty and staff. The aforementioned employees may

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保險種類	臺灣銀行公積保險部	中央信託保險部	台灣人壽	新南興保險及信託保險部
				臺灣銀行公積部

大港外语大学

[illegible]

大華外語大學

- Every Monday and Friday from 12:20 to 13:20, the Health Care Unit hosts an on-campus physician and

- Health Checkup (Choose One of the Following Two Options):

Mandatory Employees required to undergo health checkups under the Occupational Safety and Health Act

Health

大英外語大學

Staff Professional Development

- Full-time faculty and staff who have completed a certain period of service are eligible to apply for the following subsidies:

- ▶ For pursuing a degree at the school, 50% of tuition and miscellaneous fees.
- ▶ Annual professional development and training fund of NT\$30,000.
- ▶ Annual NT\$20,000 for registration fees to obtain job-related professional certifications.



Employee Child Education Benefits

- Children of full-time faculty and staff who have completed a certain period of service and are enrolled at the school are eligible to apply for the following subsidies:

- ▶ 50% of Tuition and Fees
- ▶ Full Tuition and 50% of Miscellaneous Fees (for Staff)



Faculty and Staff Clubs



Mind & Spirit Club, Angel Friends Association, Coffee Research Club, Handicraft Club, Traditional Chinese Music Club



Healthy Life Club, Yoga Club, Stretching Exercise Club, Tai Chi Club, Table Tennis Club, Jogging Club, Badminton Club, Fitness Club, Rhythmic Dance Club, Cycling Club, Tennis Club



Mind & Spirit Club



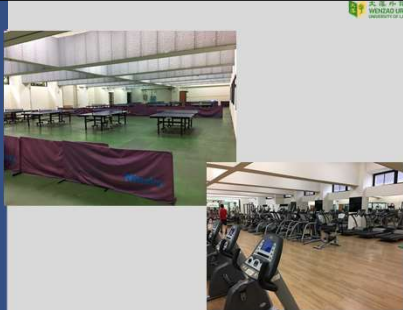
Cycling Club



Healthy Life Club



Fitness & Exercise Facilities & Equipment



Parking Spaces



Extensive Library Resources



