

# 温州肯恩大学办公室文件

温肯大办〔2016〕8号

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## 温州肯恩大学办公室 关于印发《温州肯恩大学中方教职员工请假与考勤 暂行规定》的通知

各部门：

《温州肯恩大学中方教职员工请假与考勤暂行规定》已经校领导同意，现予印发。

温州肯恩大学办公室

2016年4月21日

# 温州肯恩大学中方教职员工请假与考勤暂行规定

## 第一章 总 则

**第一条** 为加强学校内部管理，提高工作效率，确保良好的工作秩序，根据国家最新相关政策法规并结合学校实际，制定本规定。

**第二条** 本规定适用学校中方教职员工。

## 第二章 考勤管理

**第三条** 中方行政职员和教学辅助人员实行坐班制，教学岗人员实行课时制管理，学校对中方教职员工出勤情况进行考勤。

**第四条** 上班时间内外出办理业务、出差或参加培训会议的，超过一天以上的需至少提前三天向部门负责人申请并审批。

**第五条** 学校对员工出勤情况进行跟踪记录。

**第六条** 发生以下情况视为旷工：

- （一）未请假、请假未获批准而擅自离岗的，
- （二）请假期满未续假或续假未获批准的，
- （三）请假理由经查明是造假欺骗的，
- （四）校内调动拒不到新岗位工作的，
- （五）值班期间未经批准擅自未到岗或离岗的。

**第七条** 不按学校规定工作时间上、下班的，一小时(含)

内按迟到、早退处理，超过一小时按旷工半天处理。迟到或早退 3 次按旷工半天处理。

**第八条** 在岗教职员旷工 1 天扣发半个月的绩效薪资，其中临聘人员旷工 1 天扣发月工资的 10%。

**第九条** 连续旷工超过 10 天或者一年内累计旷工超过 20 天的员工，学校可单方面解除聘用合同或予以辞退或按自动离职处理。

**第十条** 考勤结果作为年终考核、职位晋升和奖惩的重要依据，与薪资待遇挂钩。

**第十一条** 学校组织有关人员不定期检（抽）查各部门考勤情况，并公示检（抽）查结果，凡未认真登记考勤或弄虚作假的部门或个人，除通报批评外，取消该部门或个人年终评先或评优资格。

### 第三章 假期管理

**第十二条** 假期包括：国家法定节假日、行政假（教学休假期间）、事假、病假、产假、婚假、丧假、照顾性假期。

事假的计算天数不含双休日和法定节假日；病假、婚假、产假、丧假、照顾性假期的计算天数含双休日、法定节假日及行政假。

**第十三条** 行政假（教学休假期间）。指除国家法定节假日外，学校结合校历在寒假、暑假和 12 月下旬安排教学休假。期间学校根据工作需要，制定教职员工行政休假计划。

**第十四条** 事假。指教职员工在国家规定的各种假期以

外，占用工作时间办理个人急需事情，经个人申请并被批准的假期。事假一年累计一般不得超过 30 天。

（一）在岗教职员工当月事假 3 天（含）以内的，每天扣发当月绩效薪资的 5%；累计 4-10 天（含），每天扣发当月绩效薪资的 10%；累计超过 11 天（含），扣完当月绩效薪资，每天再扣发月基本薪资的 3%。

（二）其他临聘人员当月事假 10 天（含）以内的，每天扣发月基本工资的 1%；累计超过 11 天（含），每天扣发月基本工资的 2%。

当月事假超过 10 天（含）的，扣发 50% 午餐补贴和通讯费。

**第十五条** 病假。指因病不能工作，持有医院证明，本人申请并经批准的假期。

（一）在岗教职工病假一年累计 1 个月以内的，持医院证明的，薪资照常发放，午餐补贴和通讯费照常发放；累计超过 1 个月不满 2 个月的，持医院证明的，基本薪资照常发放，从累计病假的第 2 个月开始，月绩效薪资、午餐补贴和通讯费停发（按工作日计算）；累计超过 2 个月的，持医院证明的，从第 3 个月的第 1 天开始，除扣发月绩效薪资、午餐补贴和通讯费之外（按工作日计算），每天再扣发月基本薪资的 2%。

（二）其他临聘人员病假一年累计 1 个月以内的，持医院证明的，薪资照常发放，午餐补贴和通讯费照常发放；累计超过 1 个月不满 2 个月的，持医院证明的，薪资照常发放，从累计病假的第 2 个月开始，午餐补贴和通讯费停发（按工

作日计算); 病假一年累计超过 2 个月的, 持医院证明的, 从第 3 个月的第 1 天开始, 除扣发午餐补贴和通讯费之外(按工作日计算), 每天扣发月工资的 2%。

(三) 工伤治疗期间的人员, 薪资照常发放, 午餐补贴和通讯费照常发放。

(四) 病假期间在外从事有偿活动的, 视具体情节, 酌情扣发一个月直至全年的基本薪资和绩效薪资, 情节严重的, 我校可单方解除其劳动关系。

**第十六条 婚假。** 教职员工达到法定年龄结婚, 可享受 3 天婚假。婚假期间薪酬不变。

**第十七条 产假。**

(一) 女教职员工生育享受 128 天产假; 难产的, 增加产假 15 天; 生育多胞胎的, 每多生育 1 个婴儿, 增加产假 15 天。申请产假的要提供医院相关证明。

(二) 女教职员工怀孕未满 4 个月流产的, 享受 15 天产假; 怀孕满 4 个月流产的, 享受 42 天产假。

(三) 男教职员工在其妻生育时可享受 15 天护理假。

(四) 产假与护理假期间薪资照常发放, 午餐补贴和通讯补贴停发。

**第十八条 丧假。** 教职员工的父母(含配偶父母)、配偶、子女死亡或在经济上完全由本人供养的非直系亲属死亡时, 可根据路程远近申请 3-5 天丧假。丧假期间薪酬不变。

**第十九条 照顾性假期。** 如遇配偶、直系亲属和一起生活的岳父母、公婆因病重、病危住院确需教职员工本人陪住等特殊情况的, 同一事由经批准可申请累计不超过 15 天的照

照顾性假期，超过 15 天按照事假处理。

**第二十条** 试用期延期。新就业人员在试用期内请长假（累计超过 10 个工作日），其试用期顺延，顺延时间等同请假时间。

#### 第四章 请假程序

**第二十一条** 请假程序适用于所有类型的请假。教职员工按程序一般需提前一周通过 OA 系统申请请假，上载所需证明文件，按审批权限经领导批准后生效。请假时间超过 3 天的，除了通过 OA 系统申请以外，还需由当事人书面填写《温州肯恩大学教职员工请假单》（附件）。下联由部门负责人保管，上联及证明文件交至人力资源部备案。特殊情况未办理请假手续的事后应及时补办正式请假手续。

**第二十二条** 审批流程。

（一）婚假、产假、丧假由所在部门负责人签署意见后审批，报人力资源部备案。

（二）事假、病假、照顾性假期，

1、3 天（含）以内由所在部门负责人审批，报人力资源部备案。

2、超过 3 天的由所在部门负责人签署意见后呈分管校领导审批，报人力资源部备案。归口美方学术副校长管理的部门主管以上行政职员，请假超过 3 天的，还必须报分管人力资源工作的校领导审批。

（三）请假期满后应及时向人力资源部销假，在 OA 完成销假流程。

(四) 部门负责人请假, 须经分管校领导批准; 分管领导请假, 须经主要领导批准。

(五) 期满因故不能上班者, 要事先书面续假, 经批准后方可继续休假。特殊情况、确实无法事先书面续假的, 应先口头向所在部门负责人说明情况, 事后及时补办正式续假手续。

(六) 未被批准、不按时返岗或未及时补办正式请假手续的, 按旷工论处。

## 第五章 附 则

**第二十三条** 本规定自发文之日起执行, 温肯大办〔2015〕15号《温州肯恩大学中方教职员工请假与考勤暂行规定(修订版)》废止。

**第二十四条** 本规定所涉及未尽事宜, 以学校的有关规定为准。

**第二十五条** 本规定由学校人力资源部负责解释。

**Appendix 1: WKU APPLICATION FORM FOR LEAVE (STAFF)**

附件 1: 《温州肯恩大学教职员工请假单》

**WKU Application Form For Leave ( Staff )**  
温州肯恩大学教职员工请假单

|   |  |  |  |
|---|--|--|--|
| This part is reported to Human Resources<br>上联报人力资源部  |  |  |  |
| Name<br>姓名  |  | Office<br>部门   |  |
| Leave types 请假类别  |  |  |  |
| <input type="checkbox"/> Personal leave of absence 事假 <input type="checkbox"/> Sick leave 病假 <input type="checkbox"/> Marriage Vacation 婚假<br><input type="checkbox"/> Maternity leave 产假 <input type="checkbox"/> Paternity leave 陪产假 <input type="checkbox"/> Bereavement leave 丧假<br><input type="checkbox"/> Compassionate Leave 照顾性假期 <input type="checkbox"/> Training 培训或会议<br><input type="checkbox"/> Probationary period extension 试用期延期 <input type="checkbox"/> On business 外出办理业务或出差 |  |  |  |
| Reason<br>请假事由  |  |  |  |
| Duration<br>期限  | From 从_____ To 到_____, Total 总天数_____。 |  |  |
| Signature of Office<br>Director/Head<br>部门负责人签字   |  | Signature of University's<br>Leadership in Charge<br>校领导签字 |  |
| Resumption<br>From Leave<br>销假时间  |  | Signature of Staff<br>本人签字                                 |  |
| The following part goes to the custody of Office Head<br>下联由部门负责人存根   |  |  |  |
| Name<br>姓名  |  | Leave Type<br>请假类别   |  |
| Duration<br>期限  | From 从_____ To 到_____, Total 总天数_____。 |  |  |
| Resumption<br>From Leave<br>销假日期  |  |  |  |



## **Wenzhou-Kean University Staff Attendance and Leave Regulations**

### **Chapter I General Principle**

**Article 1** The regulation is formulated in order to strengthen and reinforce the internal administrative management, enhance work efficiency and ensure a better working order. The regulation is formulated according to P. R. China's related laws and current situation of Wenzhou-Kean University.

**Article 2** This Regulation covers the administrative Staff of Wenzhou-Kean University only.

### **Chapter II Attendance Tracking Management**

**Article 3** Working-Hour System established and implemented for administrative staff, While Class-Hour-Working System for the staff in teaching position of Wenzhou-Kean University.

**Article 4** Staff members should comply with the formal procedures , three days in advance and get approval by their directors, if they need to be absent on a business trip or a training during work days.

**Article 5** Staff members' individual records of attendance ought to be continuously tracked and followed up.

**Article 6** The following situations will be recorded as absenteeism:

- 6.1.** Being absent without application and approval from supervisors.
- 6.2.** Being absent when approved day-off ends, or the new application for further leave unapproved.
- 6.3.** Falsification of reasons for requesting leave.

**6.4.** Being absent from the new position when the order of job-transfer activates.

**6.5.** Being absent from on-duty work without permission or approval from supervisors or leaderships.

**Article 7** Staff members should attend work and leave work at prescribed time. If they fail to do so, (within 60 mins) they will be regarded as being late for or early from work. If staff members are late for or early from work longer than 60 mins, they will be penalized as being absent for a half working day. If they are late for or early from work three times, also will be penalized as being absent for a half working day.

**Article 8** The University will deduct contract employees 50% of one-month merit pay, if he or she being absent from work over one day. 10% of one-month salary as deduction for casual employee being absent from work over one day.

**Article 9** Unilateral declaration of dismissal or dissolution of contract will be implemented by Wenzhou-Kean University if the staff being absent from work over 10 days continuously or accumulative total over 20 days within one year.

**Article 10** The outcome of Attendance must influence staff member's personal promotion, salary and merit pay and annual salary directly.

**Article 11** Random inspection ought to be implemented towards all departments and the outcome must be shown in the publicity. The eligibility for year-end excellence award ought to be canceled if any fake attendance records being submitted by staff or department.

### **Chapter III Regulation of Holiday**

**Article 12** Holiday include : National public holidays , the University Holiday( winter holiday, summer holiday,etc), personal leave of absence, sick leave, maternity leave, and paternity leave ,marriage vacation, bereavement leave,

compassionate leave.

The days for personal leave is exclusive of weekends and national public holidays. The days for sick leave, marriage vacation, maternity leave, paternity leave and bereavement leave are inclusive of weekends, national public holidays , the University holidays.

**Article 13** The University Holiday( also known as Academic holidays), means periods of holiday ought to be arranged and implemented during summer, winter and the last period of December in accordance with the University Calendar.

**Article 14** Personal leave of absence, which requires personal application and supervisors' or leaders' approval , no longer than 30 days as grand total being absent from work within one year for the staff to deal with their personal business or individual affairs is allowed , excluding national public holidays.

**14.1.** 5% of one-month merit pay as deduction for the staff who apply and get approved for personal leave within 3 days. 10% of one-month merit pay as deduction for the staff of who apply and get approved for personal leave within 10 days. No one-month merit pay as well as 3% of one month wage as deduction for the staff who apply and get approved for personal leave over 10 days.

**14.2.** 1% of one-month wage as deduction for casual employees who apply and get approved for personal leave within 10days. 2% of one-month wage as deduction for casual employees who apply and get approved for personal leave over 10 days.

50% of meal perquisite as well as telephone cost perquisite for the staff if the period of approved personal leave is over 9 days.

**Article 15** Sick leave. Staff member is allowed to ask for sick leave to recover from personal illness, injury or disability that prevents the performance of their usual duties. It requires application and approval by supervisors or leaders with medical

records from hospital.

**15.1.** No deduction in basic salary, merit salary, telephone cost perquisite and meal perquisite for the contract employees who apply for sick leave within one month as grand total with their medical records each year. No merit pay, meal perquisite and telephone cost perquisite for the contract employees if another one month sick leave is required. Merit pay, meal perquisite and telephone cost perquisite of the second-month will be averagely prorated as deduction based on the absence of work day, which means no Merit pay, meal perquisite and telephone cost perquisite if whole second-month sick leave is required and no deduction in basic salary for the second-month sick leave with their medical records each year. No merit pay, meal perquisite and telephone cost perquisite for the contract employees if sick leave require since the third-month (Merit pay, meal perquisite and telephone cost perquisite of each month[since the third month of sick leave] will be averagely prorated as deduction based on the absence of work day, which means no Merit pay, meal perquisite and telephone cost perquisite if whole month time[since the third month] sick leave is required), and the total 2% of one-month basic salary as deduction, which will be averagely prorated as deduction based on the absence of work day, for the contract employees who apply for sick leave more than two months with medical records each year.

**15.2.** No deduction in basic salary, telephone cost perquisite and meal perquisite for the casual employees who apply for sick leave within one month as grand total with their medical records each year. No meal perquisite and telephone cost perquisite for the casual employees if another one month sick leave is required. Meal perquisite and telephone cost perquisite of the second-month will be averagely prorated as deduction based on the absence of work day, which means no meal perquisite and telephone cost perquisite if whole second-month sick leave is required and no

deduction in basic salary for the second-month sick leave with their medical records each year. No meal perquisite and telephone cost perquisite for the casual employees if sick leave require since the third-month (Meal perquisite and telephone cost perquisite of each month[since the third month of sick leave] will be averagely prorated as deduction based on the absence of work day, which means no meal perquisite and telephone cost perquisite if whole month time[since the third month] sick leave is required) ,and the total 2% of one-month basic salary as deduction, which will be averagely prorated as deduction based on the absence of work day, for the casual employees who apply for sick leave more than two month with medical records each year.

**15.3.** No deduction in salary, meal perquisite and telephone cost perquisite during the period of treatment and rehabilitation if injury suffered on job for all employees, including contract employees and casual employees of Wenzhou-Kean University.

**15.4.** The deduction from one-month salary and merit pay up to one-year salary and merit pay ought to be executed as penalty in light of specific circumstances provided that staff members during sick leave engage in paid activities. Unilateral declaration of dismissal or dissolution of contract will be implemented by Wenzhou-Kean University to those in the circumstance of breaching the principles severely.

**Article 16** Marriage Vacation. 3 days as marriage vacation for the employees of Wenzhou-Kean University without deduction in salary, merit pay (for contract employees) and any other perquisite.

**Article 17** Maternity Leave and Paternity Leave

**17.1.** 128 days as maternity leave for the female staff during the period of pregnancy and lactation. More 15 days for those who suffer from dystocia. Multiple

births will have an additional entitlement of 15 days.

**17.2.** A miscarriage within four months of the pregnancy carries an entitlement of 15 days leave. Miscarriage over four months of pregnancy carries an entitlement of 42 days leave.

**17.3.** 15 days as paternity leave for male staff during his wife's procreating.

**17.4.** No deduction in basic salary and merit pay during the maternity leave and paternity leave. No meal perquisite and telephone call cost perquisite during the maternity leave and paternity leave.

**Article 18** Bereavement Leave. 3 to 5 days( depend on the distance of journey) as bereavement leave for the loss of parents, parents-in-law, spouse, offspring, or non-lineal consanguinity completely supported by the applicants in economy. No deduction in salary, merit pay and meal perquisite and telephone call cost perquisite for bereavement leave.

**Article 19** Compassionate Leave. 15 days as compassionate leave if spouse, lineal consanguinity, or parents-in-law get critically ill. As personal leave if more days required.

**Article 20** Probationary Period Extension. Newly employed staff members in the probationary period who apply for a long leave (the accumulative total of days exceed two weeks) will have their probationary period extended and the extension equals the leave duration.

#### **Chapter IV Leave Application Procedure**

**Article 21** The leave application procedure is applicable for all sorts of leaves. The staff ought to fill in <WKU Application Form For Leave (staff)> (Appendix 1) by Office Automation System one week in advance with approved document or medical record,etc. And the approval from supervisors or leaders is necessary. The document <

WKU Application From For Leave (staff)> can be divided into two parts. Part two will be kept by department director, and part one will be kept by the Office of Human Resource as record. Application in writing form is required for over-three-day leave. In special circumstance, or emergency, later-application is required afterwards.

**Article 22 Approval Procedure**

**22.1.** Marriage vacation / Maternity leave / Paternity leave / Bereavement Leave requires office director's approval, then should be submitted to the Office of Human Resources for record.

**22.2.** Personal leave of absence / Sick leave / Compassionate leave

(1) With the approval of the department's supervisors, for no more than 3 days, the record must be submitted to the Office of Human Resource.

(2) With the approval of the department's supervisor and university leader in charge, for more than 3 days, the record must be submitted to the Office of Human Resource. To those administrative staff who is under the administration of Vice-Chancellor for academic affairs, the approval from the university leadership in charge of Office of Human Resource is necessary if more than 3 days' leave is required.

**22.3.** Staff should report to the Office of Human Resource on time as soon as the leave is expired. Also complete the <Leave Cancellation> process by Office Automation System.

**22.4.** Office director / head who applies for a leave requires the approval of the university leadership in charge. The university leadership who applies for a leave shall report to Chair of university.

**22.5.** If staff members are unable to return after their leave of absence, they shall apply for a leave extension in advance by writing an application. Only with approval, they could extend the leave. In special circumstances, staff members need to

orally report to their office director / head if they are unable to submit written application for extended leave, and afterwards complete the official application as soon as they come back to work.

**22.6.** If staff members take a leave without approval, fail to resume work on schedule or fail to complete official application procedure on time, they will be regarded as absenteeism.

## **Chapter 5 The Appendix**

**Article 23** Wenzhou-Kean University Staff Attendance and Leave Policy (revised in 2015) will be repealed while this new revised version is in operation.

**Article 24** Please refer to the university's related regulations if the issues is not mentioned by this regulation.

**Article 25** The Office of Human Resource is responsible for the interpretation and explanation of this revised regulation.

### **Appendix 1: WKU APPLICATION FORM FOR LEAVE (STAFF)**

附件 1: 《温州肯恩大学教职员工请假单》



# WKU Application Form For Leave ( Staff )

温州肯恩大学教职员工请假单

|   |  |   |  |
|---|--|---|--|
| This part is reported to Human Resources<br>上联报人力资源部  |  |   |  |
| Name<br>姓名  |  | Office<br>部门  |  |
| Leave types 请假类别  |  |   |  |
| <input type="checkbox"/> Personal leave of absence 事假 <input type="checkbox"/> Sick leave 病假 <input type="checkbox"/> Marriage Vacation 婚假<br><input type="checkbox"/> Maternity leave 产假 <input type="checkbox"/> Paternity leave 陪产假 <input type="checkbox"/> Bereavement leave 丧假<br><input type="checkbox"/> Compassionate Leave 照顾性假期 <input type="checkbox"/> Training 培训或会议<br><input type="checkbox"/> Probationary period extension 试用期延期 <input type="checkbox"/> On business 外出办理业务或出差 |  |   |  |
| Reason<br>请假事由  |  |   |  |
| Duration<br>期限  | From 从_____ To 到_____, Total 总天数_____。 |   |  |
| Signature of Office Director/Head<br>部门负责人签字  |  | Signature of University's Leadership in Charge<br>校领导签字 |  |
| Resumption From Leave<br>销假时间   |  | Signature of Staff<br>本人签字                              |  |
| The following part goes to the custody of Office Head<br>下联由部门负责人存根   |  |   |  |
| Name<br>姓名  |  | Leave Type<br>请假类别                                      |  |
| Duration<br>期限  | From 从_____ To 到_____, Total 总天数_____。 |   |  |
| Resumption From Leave<br>销假日期   |  |   |  |