Regulations on Staff Members Service

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 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:

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. Up to 10 days’ unused leave in the current year can be carried forward to the following year. (Amended on March 1, 2010)
② The university staff member can use up to 3 days’ leave from the following year in advance in connection with the current year’s leave. For the university staff member who served more than 20 years, however, up to 10 days’ leave from the following year can be used in advance in the current year. (Amended on March 1, 2010)
③ Notwithstanding the provision of the foregoing clause, a contract staff member may use the annual leave in advance from the following year only when the remaining contract period is not less than one year.
④ 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.

**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 disease 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)
③ Deleted (March 1, 2008)
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 21.2 (Maternity Leave) ① A female staff member who is pregnant can avail herself of 90 days’ maternity leave before and after childbirth and secure 45 or more days after childbirth. (Amended on November 1, 2001)
② In case a pregnant university staff member miscarries or has stillbirth after the 16th week of her pregnancy, health leave as determined by the presidential ordinance shall be granted at the request of the female university staff member concerned.

Article 21.3 (Physiological Leave) In case a female university staff member requests for a physiological leave, one-day leave per month shall be granted.

Article 21.4 (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 22 (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 23 (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 24 (Resignation Letter) A university staff member shall directly declare his or her intention to resign to the director 15 days in advance, submit the resignation letter at least 7 days before the expected resignation date, and follow the resignation procedure.

Article 25 (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

These amended regulations shall take effect on March 1, 2010.
These amended regulations shall take effect on January 28, 2015.
(Attached Table 1)

### Number of Days of Congratulatory and Condolatory Leave

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

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