

# National Chengchi University

## Faculty and Staff Occupational Injury Leave

### Application Form

Applicant	Unit		Name	
	Job title			(Please sign)
Name of the injury		Initial application date	(yyyy) (mm) (dd)	
Proposed occupational injury leave period	From (yyyy) (mm) (dd) (hh) to (yyyy) (mm) (dd) (hh) for a total of (mm) (dd) (hh)			
Cause of the injury (please describe the incident)	Time: (yyyy) (mm) (dd) (hh) (mm)			
	Location: <input type="checkbox"/> This truly occurred while the applicant participated in their job-related activities (including necessary commuting routes): Witness: <input type="checkbox"/> No witness; <input type="checkbox"/> If there is a witness, job title: _____ Name: _____ Description of the incident: (Please provide a brief account)			
Agent	Supporting document	<input type="checkbox"/> This application form <input type="checkbox"/> Certified medical diagnosis: Attach a certified medical diagnosis issued by a public hospital, a National Health Insurance contracted hospital (excluding clinics and other medical institutions), or a National Health Insurance Bureau-authorized joint outpatient center authorized. (Mandatory) <input type="checkbox"/> Other: If injured while on duty or during commute, attach a locational map showing the duty or commuting route in relation to the job.		
Unit supervisor	General Affairs Office (Environmental Protection Division)	Personnel Office	Principal	

#### Important Notes for Occupational Injury Leaves:

- Occupational injury leaves are related to “performing duties”: Occupational injury leaves are granted by the head of the organization for injuries, illnesses, or accidents occurred while performing duties, at the workplace, or during

commute (including official travel). If an accident occurs during commute (or official travel), responsibilities must not be attributed to the employees' own misconduct for the leaves to be granted.

2. Upon expiration of the approved occupational injury leave, if further leaves are sought for the same occupational injury, a new diagnosis or medical certificate shall be provided.
3. Once approved, follow the relevant procedures to submit the leave application.

# Notes for Applying for Occupational Injury Leaves:

1. Supervisors of the University shall rigorously review occupational injury leave applications submitted by their subordinates and must avoid leniency or overly relaxed standards.
2. When applying for occupational injury leaves, applicants shall be mindful of the timeliness of the applications and provide all required supporting documents for approval by the head of the organization.
3. Specific requirements for University staff applying for occupational injury leaves are as follows:
  - (1) Applicants shall complete a request form (in the format of the occupational injury leave application form) and provide detailed information about the time, place, and circumstances of the incident. The unit supervisors shall thoroughly review the request form to help the Personnel Office in processing the application properly.
  - (2) Occupational injury leaves are related to “performing duties.” Occupational injury leaves are granted by the head of the organization for injuries, illnesses, or accidents occurred while performing duties, at the workplace, or during commute (including official travel). If an accident occurs during commute (or official travel), responsibilities must not be attributed to the employees’ own misconduct for the leaves to be granted.
  - (3) The injured parties must be taken directly to medical facilities for treatment for occupational injury leaves to be granted: Injuries suffered while performing duties, sudden illnesses, or accidents during commute that result in necessary immediate transport from the workplace (or accident sites) to medical facilities will be granted occupational injury leaves. If the injured parties are not taken directly to medical facilities, sick leaves shall be granted instead. However, if there are valid reasons why the injured parties were not taken directly to medical facilities, the reasons shall be specified and the applications will be handled on a case-by-case basis.
  - (4) Hospitalization is a requirement for occupational injury leaves to be granted. Injuries or illnesses require “hospitalization” to be eligible for occupational leaves. If, after hospitalization, the University staff recover or undergo treatment at home, this period shall be viewed as sick leaves. For injuries that are clearly external (e.g., fractures) and require home recovery following outpatient treatment as per medical advice, or where mobility is severely limited, the organization may grant occupational injury leaves upon verification. If the University staff return to work after using occupational injury leaves but later require hospitalization due to complications or residual effects from the initial injuries, the head of the organization may approve additional occupational injury leaves at their discretion.
  - (5) Following hospitalization, if the University staff continue home recovery due to limited mobility, additional occupational injury leaves may be granted. If the staff’s injuries warrant hospitalization, and they are discharged for home recovery but remain unable to report to work due to verified limited mobility, further occupational injury leaves may be

granted upon stringent reviews.

4. Required documents for applying for occupational injury leaves include the following:
  - (1) Application form: The applicant shall submit an application form providing a detailed account of the incident, specifying the time, place, and circumstances. For incidents at the workplace, witnesses on site shall be asked to verify the account, and the unit supervisors shall perform rigorous investigations.
  - (2) Certified medical diagnosis: Attach a certified medical diagnosis issued by a public hospital, a National Health Insurance contracted hospital (excluding clinics and other medical institutions), or a National Health Insurance Bureau-authorized joint outpatient center.
  - (3) Others: If injured during commute, attach a locational map showing the commuting route in relation to the job. If the incident involves a traffic accident while driving, the applicant shall have police authorities handle the scene without relocating it, ensuring proper responsibility assessment and protecting the applicant's rights. A police-issued accident report shall be provided if applicable. If the perpetrator flees and the police accident report cannot be obtained, and that the organization verifies that the incident was not due to the applicant's misconduct, the head of the organization may grant occupational injury leaves at their discretion.