

There is an anti-bribery and corruption policy in POSTECH's regulations on faculty/staff members service (the highlighted part in Chapter 2-Article 3, below).

It was amended on October 28, 2022. (reviewed in the last 3 years)

## Regulations on Staff Members Service

Established on December 3, 1986	Amended on October 22, 1997	Amended on March 1, 2008	Amended on October 1, 2022
Amended on April 1, 1987	Amended on March 1, 1998	Amended on March 1, 2009	Amended on October 28, 2022
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 September 1, 2019	
Amended on December 22, 1994	Amended on June 23, 2003	Amended on February 19, 2020	

### Chapter 1 General Provisions

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

**Article 2 (Scope and Application of Regulations)** These regulations shall apply to all 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). (Amended on October 28, 2022)

### 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 Dual Employment)** A staff member may hold an additional paid position 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 (Amended on October 28, 2022).

**Article 5 (Deleted)**

**Article 6 (Deleted)**

**Article 7 (Service During Business Trip)** ①A university staff member shall get a travel order to take a business trip.

② University staff members ordered to take a business trip shall do their 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 or she shall report to the director by telephone, telegram, or other means of communication and follow the direction of the director.

④ University staff members returning from a business trip shall immediately report to their director by submitting the result of the business trip in writing. For minor matters, however, verbal report may be accepted.

⑤ 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 Services of a staff member working at the POSTECH 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 staff members dispatched to various domestic and international agencies or organizations for purposes of service or education and training shall be led and supervised by an authorized individual.

③ (Deleted)

**Article 9 (Standby Duty)** University staff members shall fulfill their standby duty faithfully and report on the overall matters that occurred on duty.

**Article 10 (Dress Code)** ① University staff members shall always wear appropriate attire to reflect personal dignity and integrity 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 a specified uniform or provide such a 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 breaks).

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

**Article 11-2 (Overtime Work and Holiday Work)** (Amended on September 1, 2019) ① University staff members are allowed to request for flexible work hours to adjust the start and end time of work on weekdays as long as there are 8 work hours per business day.

② University staff members who wish to request for flexible work hours shall submit the request until 2 days before the applicable month and shall select from the following work hours.

1. Start work at 08:00, end work at 17:00

2. Start work at 10:00, end work at 19:00

③ Details concerning the operation of flexible work hours shall be determined separately.

**Article 12 (Overtime Work and Holiday Work)** Notwithstanding the provisions in Article 11, the Chairman of the Board of Trustees or the President of the University can order overtime work or work on holidays if such is urgently

required. In such cases, overtime pay according to the Labor Standards Act shall be paid to the staff member.

**Article 13 (Getting to and off work)** ① Except in special cases, university staff members shall adhere to their work schedule.

② Separate sets of provisions on getting to and off work for faculty members can be 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 leave during work hours due to illness or other reasons must notify the director to avoid disrupting regular operation of work.

## 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 the 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 director before taking a leave. Provided, however, 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 on June 16, 2016).

1. Any university staff member who has worked not less than 80 percent of one year shall be granted a paid leave of 15 days.
2. Any university staff member who has continuously worked for less than one year or has worked less than 80 percent of one year shall be granted one paid-leave day for each month continuously worked.
3. (Deleted: 2020.2.19)
4. Any university staff member who has continuously worked for not less than three years shall be granted the paid leave days that are calculated by adding one day for every two continuously working years not including the first 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 in a certain period of time.

③ Staff member's annual paid leave may be used on a daily, four-hour or two-hour basis. (Established on October 1, 2022)

④ Employees' annual paid leave may be granted in advance with the approval of the director (head of department) (Established on June 16, 2016) (Clause 3 changed to 4 on October 1, 2022).

⑤ In applying the provisions of Paragraph 1, the leaves under Articles 19 and 22 and the parental leave under Article 19 of the Employment Opportunity and Work-Family Assistance Act shall be regarded as days worked (Newly established on February 19, 2022) (Clause 4 changed to 5 on October 1, 2022).

**Article 18-2 (Encouraging the Use of Annual Paid Leave) (Established on February 19, 2020)**

Notwithstanding the following measures to encourage the staff members to use the annual paid leave according to Article 61 of the Labor Standards Act, where the leave is extinguished in accordance with the main text of Article 60-7 of the Labor Standards Act, the university shall not compensate for unused leave.

1. Notify the number of unused leave days to each staff member within 10 days prior to six months before the end of the annual leave period, and urge the staff member in writing to inform the user the dates when he or she intends to use the unused leave days.

2. Notwithstanding the request under Paragraph 1, if a staff member fails to notify the user of the intended dates of use for all or part of the unused leave days within 10 days from the request date, the user shall designate the leave days and notify the staff member in writing two months before the end of period outlined in the main text of Article 60-7 of the Labor Standards Act.

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

1. A university staff member is unable to perform work duties due to illness or injury.
2. A university staff member contracts an infectious disease, and is likely to affect the health of other university staff members.

② In cases **whereby** the period of sick leave is 7 days or more, a medical certificate from a medical doctor shall be submitted; if it is less than 7 days, a medical doctor's written confirmation on treatment or other related documents shall be submitted.

**Article 20 (Official Leave)** In any of the following cases, the Chairman of the Board of Trustees or the President of the University shall grant official leave for the required period (Amended on February 19, 2020).

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 needs to participate 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 is voting pursuant to the provisions of applicable law.
4. A university member is unable to report for work due to natural disasters, interruptions to traffic, or for other deemed valid reasons.
5. A university member intends to attend the wedding ceremony of another staff member or to make a condolence visit for the death of a university staff member or his or her spouse or parent on behalf of the University.
6. A university staff member has a health examination under Article 43 of the Industrial Safety Health Act, and Article 52 of the National Health Insurance Act.

**Article 21 (Special Leave)** ① A university staff member who is getting married or has other congratulatory or bereavement event will be granted leave according to Table 1 (Amended on February 19, 2020).

② Deleted (March 1, 2008)

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- ④ The Chairman of the Board of Trustees or the President of the University shall grant a reward leave to university staff members who meet the requirement of any of the following paragraphs. (Amended on February 19, 2020)
1. University staff members who have been commended by the Chairman or the President: Up to three days
  2. University staff members who have received medals, awards, and commendations from the Prime Minister or higher under the Merit Act: Up to five days
- ⑤ University staff member may receive reward leave based on the following standards according to the number of years of work. In principle, it shall be used within one year from the relevant date of work in principle: (Established on February 19, 2020)
1. 10 years of work: 3 days
  2. 20 years of work: 5 days
  3. 30 years of work: 5 days
- ⑥ A university staff member who receives infertility treatment procedures such as artificial insemination or in vitro fertilization (IVF) can take one day off on the day of the procedure. However, in case of in vitro fertilization (IVF) procedures, female staff members shall take an additional one day off on the date of ovum pick-up (OPU) procedure (Established on February 19, 2020).
- ⑦ A university staff members who have children shall receive two days of leave in a year for childcare (3 days for 3 or more children) in any of following cases (Established on February 19, 2020).
1. To participate in an official event in children's daycare centers under the Infant Care Act, kindergartens under the Infant Education Act, and elementary and secondary schools referred to in paragraphs of Article 2 of the Education Act (hereafter referred to as "children's daycare centers, etc." in this paragraph)
  2. To participate in meetings with teachers, such as children's daycare centers
  3. To accompany the children for doctor visits (health examination under Article 52 of the National Health Insurance Act or infectious disease including vaccinations under Articles 24 and 25 of the Act on Prevention and Management)

**Article 22 (Maternity Leave)** ① A female university staff member shall be granted a total of 90 days of maternity leave (120 days if pregnant with at least two babies at a time) before and after childbirth. In such cases, at least 45 days (60 days if pregnant with at least two babies at once) of the maternity leave shall be used after childbirth (Amended on November 1, 2001) (Amended on June 16, 2016).

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

③ Where a pregnant female staff member has a miscarriage or stillbirth, she shall, upon her request, be granted 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 on June 16, 2016).

1. Where the period of pregnancy of the staff member who has a 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 period of pregnancy 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 period of pregnancy 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 period of pregnancy 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 period of pregnancy 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 babies at a time) of the period of leave under paragraphs ① through ③ shall be paid leave: Provided, in the case of teacher's pension subscribers, payment is made commensurate with regulations of the public educational personnel and staff for the period exceeding the first 60 days (75 days, if she is pregnant with at least two babies at a time) (Established on June 16, 2016) (Amended on February 19, 2020).
- ⑤ Where a female staff member who has been pregnant for less than 12 weeks or more than 36 weeks requests the reduction of her work hours by two hours a day, it shall be granted: For staff members whose work hour is less than eight hours per day, it should be reduced to six hours per day (Established on June 16, 2016).
- ⑥ Where a pregnant female university staff member requests time necessary for periodical medical examination of pregnant women under Article 10 of the Mother and Child Health Act, she shall be granted permission (Established on 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 on June 16, 2016).
- ⑧ If the Labor Standards Act or relevant legislations regarding the protection of pregnant women change, they shall be implemented accordingly (Established on June 16, 2016).

**Article 23 (Paternity Leave)** In cases whereby a male university staff member requests leave because his spouse is giving birth, ten days of paternity leave shall be granted that can be divided into two periods of leave (Amended on January 28, 2015) (Amended on February 19, 2020)

**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 instead of applying for parental leave, it shall be granted in accordance with the act on the regulation and the enforcement decree of the same act such as the Support for equal employment of men & women and for work-family balance. (Amended on June 16, 2016) (Amended on February 19, 2020)

**Article 25 (Support of Family Care)** Where any university staff member requests a family care leave of absence, family care leave, or reduction of work hours to care for a family member due to illness, accidents, old age, and childcare, the leave shall be granted in accordance with the Employment Opportunity and Work-Family Assistance Act and relevant laws (Amended on February 19, 2020).

**Article 26 (Women Health Leave)** Female university staff member shall be granted one day of Women's Health Leave per month during her menstruation (Amended on February 19, 2020).

**Article 27 (Holiday during Leave)** Holidays during the period of leave shall not be included in the number of days of leave. However, this shall not apply if the leave exceeds one month.

**Article 28 (Excess of Leave)** 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 29 (Resignation Letter)** A university staff member shall directly declare the 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 30 (Transition of Business)** ① A university staff member shall immediately carry out the transition of business (including transfer of documents, cash, and other relevant objects) when there is a change in status as a staff member, e.g., resignation, leave, or other changes.

② In carrying out the transition of business, two copies of a 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 the 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.

### **Addendum**

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

### **Addendum**

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

**Addendum**

These amended regulations shall take effect on September 1, 2019.

**Addendum**

These amended regulations shall take effect on February 19, 2020.

**Addendum**

These amended regulations shall take effect on October 1, 2022.

**Addendum**

These amended regulations shall take effect on October 28, 2022.

(Table 1)

### Congratulatory and Bereavement Leave

Category	Applicable family member	Number of days
Wedding	Self	5
	Children	1
Childbirth	Spouse or domestic partner	10
Adoption	Self	20
Death	Spouse, parents, or parents of spouse	5
	Grandparents, or grandparents of spouse	3
	Children, or their spouse	3
	Siblings, siblings of spouse, or their spouse	1
	Siblings of parents and spouse's parents, or their spouse	1

- ① Congratulatory and Bereavement Leave must be used continuously before and after the date on which the event takes place. Provided that it does not affect principle or work, in case of wedding of the university staff, the leave can be used any day within 30 days from the date of the event, and in case of childbirth of spouse, the leave can be used within 90 days from the date of the event (which can be divided into two separate periods of leave)
- ② Adoption shall be limited to the adoption specified by the Act on Special Cases concerning Adoption Promotion and Procedures. When using congratulatory and bereavement leave (excluding adoption), up to two days of travel may be added in case of distant location.