

Faculty Sick Leave Rule¹ **教师病假管理办法**

*Approved by the Duke Kunshan Faculty Assembly on March 26, 2025, approved by the
Chancellors on June 6, 2025*

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经昆山杜克大学学校领导批准*

Whenever possible, faculty whose circumstances prevent them from carrying out their essential duties ought to notify their unit heads as soon as practicable and access the relevant Policy on Faculty Absence from Campus during the Academic Year. In some cases, at the discretion of the VCAA, the University may be able to arrange time-limited duties (e.g., teaching assignments) within a single contract year in such a way as to minimize the need to access to this rule.

在可能的情况下，教师如无法履行基本职责，应在可行时尽快通知所在校内单位负责人，并参照《教师学年期间校园缺席政策》进行处理。在某些情况下，根据学术事务副校长裁定，学校可能在单一合同年内对有时限的工作（如教学任务）进行妥善安排，以最大程度减少应用本管理办法进行处理的需要。

Faculty whose illness prevents them from carrying out essential and time-limited duties, including teaching, advising, mentoring, and service for a period of longer than 5 calendar days may be eligible for a period of paid sick leave. During the first 5 calendar days of any illness that prevents them from carrying out essential and time-limited duties, faculty may arrange matters in the manner that best fits their circumstances and the furtherance of those duties. This could, for example, involve deferring classes or meetings, or arranging for a colleague to substitute for them. When their illness implicates a 6th calendar day, this rule should apply. The formulation and implementation of this rule should comply with relevant laws and regulations including the *Exit and Entry Administration Law of the People's Republic of China* and the *Labor Law of the People's Republic of China*.

教师因病无法履行基本职责以及完成有时限的工作，包括教学、指导、担任导师及服务，如病期超过 5 个日历日，可享带薪病假。在因病无法履行基本职责以及完成有时限的工作的前 5 个日历日内，教师可以根据自身情况和推进工作职责的需要安排相关事务，例如推迟课程或会议，或安排同事代课。如病期涉及第 6 个日历日，应适用本办法。本办法的制定和执行须遵守《中华人民共和国出境入境管理法》和《中华人民共和国劳动法》等有关法律法规。

Conditions Under Which Sick Leave May be Taken

可使用病假的情况

- Faculty members' serious health condition as supported by written documentation from a qualified healthcare provider

¹ Adapted from the University of Washington's paid sick leave policy. See: <https://hr.uw.edu/ops/leaves/faculty-paid-sick-medical-or-family-leave/>

本办法参考华盛顿大学带薪病假规定起草: <https://hr.uw.edu/ops/leaves/faculty-paid-sick-medical-or-family-leave/>

获得有资质的医疗保健提供者开具的书面文件，证明教师存在严重健康问题。

- Maternity-related disability in excess of the 158-day maternity leave period (temporary disability due to pregnancy, childbirth, or recovery therefrom) as supported by written documentation from a qualified healthcare provider.

获得有资质的医疗保健提供者开具的书面文件，证明教师存在超出 158 天产假期的生育相关健康问题（因怀孕、分娩或恢复所致的临时伤残）。

Faculty Paid Sick Leave Eligibility Guidelines

教师带薪病假资格指引

Any paid sick leave taken by faculty:

教师申请带薪病假：

- Must be authorized by a qualified healthcare provider, in writing
必须获得有资质的医疗保健提供者开具的书面证明
- May not exceed 12 calendar days per illness, disability, or treatment for which a leave was granted during the period August 1 to May 31 (in addition to 5-day grace period indicated above)
在 8 月 1 日至次年 5 月 31 日期间，单次疾病、伤残或治疗的带薪病假天数不得超过 12 个日历日（不包括上述提到的 5 天宽限期）
- Must be calculated as half-day increments
病假计算必须以半天为单位
- May be taken continuously or on an intermittent basis
病假可以连续或间断使用

Leave beyond what is authorized by a healthcare provider or leave beyond the stipulated limits is considered unpaid sick leave, subject to the same pay and benefit structures provided for staff in those circumstances. Under such salary structure, the university will cover the employee's personal contributions to social insurance and the housing provident fund.

如病假时长超出医疗保健提供者开具证明中的时长，视为无薪病假；如病假时长超出规定期限，同样视为无薪病假，在这些情况下将适用与行政员工相同的薪资和福利结构。在此薪资结构下，学校将承担劳动者个人应缴的社会保险费和住房公积金。

In rapidly emergent circumstances, faculty may apply for sick leave after the date on which the incapacity began and apply leave retroactively. Should a faculty member be unable to apply for sick leave due to incapacitation or any other exigent circumstance, the VCAA may place a faculty member on sick leave on the recommendation of the relevant unit head. At the earliest practicable time, the faculty member or the faculty member's qualified representative must ratify this decision in writing.

在不可预估的突发状况下，教师可在无法坚持工作的日期之后申请病假，并可追溯申请病假。如果某位教师由于失能或其他紧急情况无法申请病假，学术事务副校长可根据相关校内单位负责人的建议，安排该教师休病假。在最早可行的时间内，该教师或其合格代表必须书面确认这一决定。

Eligibility Periods

资格期限

Faculty are eligible for paid sick leave from August 1 to May 31. If scheduled to receive a summer salary or on a contract of more than 9 months, their eligibility continues between June 1 and July 31. These provisions also apply to faculty holding staff or administrative appointments. 教师在 8 月 1 日至次年 5 月 31 日期间可享带薪病假。如计划领取暑期薪资或合同期限超过 9 个月，在 6 月 1 日至 7 月 31 日期间也可享带薪病假。这些规定也适用于同时担任员工或行政职务的教师。

For the purpose of this rule, faculty working on 9-month contracts have no discrete duties between June 1 and July 31 and thus sick leave (paid or unpaid) does not apply. 根据本办法，合同期限为 9 个月的教师在 6 月 1 日至 7 月 31 日期间无明确工作职责，因此不适用带薪或无薪病假。

Paid Sick Leave Request Process

带薪病假申请流程

Faculty may request paid sick leave by submitting a request to the unit head and the office of the VCAA, the office of the VCAA will consult with the unit head and notify the Senior Director of Human Resources. All requests must include appropriate medical documentation. Medical documentation will be handled to ensure confidentiality and compliance with relevant personal information protection laws. Unit heads are expected to work with relevant administrators to ensure that the faculty member's relevant duties are executed by alternate staffing, including any teaching.

教师可向所在校内单位负责人和学术事务办公室提交带薪病假申请，学术事务办公室将与校内单位负责人协商，并且告知人力资源资深总监。所有申请必须附上相应的医疗证明文件。对医疗证明文件的处理将确保保密性并遵守相关的个人信息保护法律。校内单位负责人需与相关管理人员合作，确保教师病假期间其教学及相关职责由替代人员执行。

Unpaid Sick Leave

无薪病假

Faculty whose documented illness prevents them from carrying out essential and time-limited duties, including teaching, advising, mentoring, and service for a period longer than 17 calendar days are eligible for unpaid sick leave of up to 730 calendar days, with exceptions to this limit permitted on the recommendation of the VCAA with the approval of the EVC. After maximum unpaid sick leave is exhausted, non-tenured faculty may be terminated according to applicable laws; tenured faculty will retain the ability to return to their tenured position for an additional 730 calendar days under the same conditions.

教师因疾病无法履行基本职责以及完成有时限的工作，包括教学、指导、担任导师及服务，且有医疗证明文件的，如病期超过 17 个日历日，可享无薪病假。无薪病假最长为 730 个日历日，如经学术事务副校长推荐并获常务副校长批准，可超出此期限。超出最长

期限后，未获得终身教职的教师将解除聘用；已获得终身教职的教师将保留其在额外的 730 个日历日内返回终身教职职位的机会。

During the first 180 days of unpaid sick leave taken within a single calendar year, all faculty benefits will remain unchanged. After 100 days, the VCAA will initiate a review of benefits offered by the institution. This review by the VCAA shall not withdraw the on-campus housing benefit or health insurance from those who access it. Under such salary structure, the university will cover the employee's personal contributions to social insurance and the housing provident fund.

在单个日历年内的前 180 天无薪病假期间，教师享有的所有福利将保持不变。100 天之后，学术事务副校长将启动对学校提供福利的审查。学术事务副校长的该等审查不得撤回已享有的校内住房福利或健康保险。在此薪资结构下，学校将承担劳动者个人应缴的社会保险费和住房公积金。

Any unpaid sick leave will count towards qualification for DKU's relocation benefit; unpaid sick leave in excess of 100 days of any calendar year will be considered grounds for the extension of a tenure probationary period by between one and two semesters, according to the VCAA's discretionary judgment.

任何无薪病假都将计入学校搬迁福利的资格认定内；在任何日历年内，超过 100 天的无薪病假将被视为延长其终身教职考察期的依据，延长期为一至两个学期，具体由学术事务副校长裁定。

Faculty members taking unpaid sick leave should make the request and be approved by both unit head and the VCAA, providing the necessary medical documentation. Upon approval of the sick leave request, the faculty member will be granted unpaid sick leave.

希望获得无薪病假的教师应提交申请并获得校内单位负责人及学术事务副校长批准，同时提供必要的医疗证明文件。病假申请获批后，教师将获准无薪病假。

If there is unpaid sick leave (beyond 17 calendar days) involved, the VCAA office should notify HR timely to make the necessary payroll adjustments.

如涉及无薪病假（超过 17 个日历日），学术事务办公室应及时通知人力资源办公室做出必要的工资调整。

Faculty deemed ineligible for unpaid sick leave may apply for an unpaid leave of absence. Unpaid leave of absence is granted at the VCAA's discretion and does not include the extension of benefits described above.

教师如无资格享受无薪病假，可申请无薪休假。该等无薪休假由学术事务副校长酌情批准，教师在无薪休假期间不享受上述福利。