

8.2.4 Employment policy modern slavery

1. MCUT abides by the government's Labor Standards Act for personnel work rules and there is absolutely no forced labor, modern slavery, human trafficking or employment of child labor. MCUT's full-time and part-time employees must be 18 years of age (the legal age of majority is 18 years)

遵循政府勞動基準法，絕對不強迫勞動、不進行現代奴役、不販賣人口、不使用童工



全國法規資料庫
Law & Regulations Database of the Republic of China (Taiwan)

[News](#)
[Law](#)
[Convention](#)
[Searching](#)
[Justices of the Constitutional Court](#)
[Related Websites](#)

Location : [Home](#) > [Law](#) > [Article Content](#)

[f](#)
[X](#)
[P](#)
[G](#)

Article Content

Title : Labor Standards Act CH

Amended Date : 2024-07-31

Category : Ministry of Labor (勞動部)

[Article Content](#)
[Chapter](#)
[Article Search](#)
[Content Search](#)
[Legislative History](#)

Chapter IV Working Hours, Recess and Holidays

- Article 30** (I)The regular working time of workers may not exceed eight hours a day nor 40 hours a week.
- (II)With the consent of a labor union, or if there is no labor union in a business entity, with the approval of a labor-management conference, an employer may distribute the regular working hours, referred to in the preceding Paragraph, of any two workdays in every two weeks, to other workdays, provided that no more than two hours shall be distributed to each of the other workdays. However, the total number of working hours shall not exceed forty-eight hours every week.
- (III)With the prior consent of the labor union, or if there is no labor union exists in a business entity, with the agreement of a labor-management conference, an employer may distribute the regular working hours, referred to in the Paragraph 1, in every eight weeks, provided that the regular working time shall not in excess of eight hours a day and the total number of working hours shall not exceed forty-eight hours every week.
- (IV)The regulations set forth in the two preceding Paragraphs are only applicable to the business (or industries) designated by the Central Competent Authority.
- (V)Employers shall prepare and keep worker attendance records for five years.
- (VI)The attendance records specified in the preceding Paragraph shall register the attendance of workers on a daily basis to the minute. Employers may not refuse when workers request for duplicates or photocopies of the attendance records.
- (VII)Employers may not use the amendment to regular working hours of Paragraph 1 as reason for wage deduction.
- (VIII)Employers may, base on the needs of workers to tend to their family members, allow workers the flexibility to adjust their starting and finishing work time of up to one hour of the daily regular working hours specified in Paragraphs 1 to 3 and Article 30-1.

Article 30-1 (I) For businesses (or industries) designated by the Central Competent Authority, upon the consent of its labor union, or if there is no labor union in a business entity, with the approval of a labor-management conference, an employer may change his/her working hours under the following principles:

1. The distribution of regular working hours to other working days in four weeks shall not exceed two hours a day and is not subject to the restrictions referred to in Paragraphs 2 to 4 of the preceding article.
2. When the regular workday is ten hours a day, the overtime work shall not exceed two hours for that particular day.
3. Female workers on night shifts, except for those who are pregnant or are in breastfeeding periods, are not subject to the restrictions referred to in Paragraph 1 of Article 49. However, the employer must provide necessary safety and health facilities.

(II) Businesses (or industries) that are governed by Article 3 (which was amended and took effect on December 27, 1996) are not governed by the preceding Paragraph, except for agriculture, forestry, fishery, and pasturage industries referred to in Subparagraph 1 of Paragraph 1.

<https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=N0030001>

2. The working hours of full-time employees, combined with the regular working hours, are eight hours per day and may not exceed 12 hours per day. The total overtime may not exceed 46 hours per month. Employees are not allowed to work for more than six consecutive days, but may refuse to work beyond regular working hours on account of poor health or other proper reasons

明志科技大學依據「適用勞動基準法人員工作規則」執行勞動業務工作

明志科技大學 Ming Chi University of Technology	<table><tr><td>規章編號</td></tr><tr><td>Document No.</td></tr><tr><td>A220610002</td></tr></table>	規章編號	Document No.	A220610002
規章編號				
Document No.				
A220610002				
適用勞動基準法人員工作規則 Work Rules for Personnel Subject to the Labor Standards Act	第二十一條 工作時間 Article 21 Working Hours 一、員工正常工作時間，每日不得超過八小時，每週不得超過四十小時。正常上班時間，上午到勤為八時，退勤為下午五時。中午十二時至下午一時休息。出勤由服務單位管理，服務單位得視業務需要採輪班制，或調整每日上下班時間。輪班人員工更換班次時，學校應至少給予連續十一小時之休息時間。 1. The normal working hours for employees shall not exceed eight hours per day and forty hours per week. The regular office hours are from 8:00 AM to 5:00 PM, with a lunch break from 12:00 PM to 1:00 PM. Attendance is managed by the service unit, which may adopt a shift system or adjust the daily working hours according to business needs. When changing shifts, the university should provide at least eleven consecutive hours of rest for the personnel. 二、寒暑假期間之工作時間，經勞雇雙方協商同意後，得彈性調整之。本校不得以正常工作時間之修正，作為減少員工工資之事由。 2. During the winter and summer vacation periods, working hours can be flexibly adjusted upon mutual agreement between the employer and employee. The university shall not use the revision of normal working hours as a reason to reduce employee wages. 三、依職業安全衛生法第二十一條、第二十九條及第三十一條規定，經醫師建議應縮短工作時間者，本校將參採醫師之建議，調整員工之工作時間；其他法規另有規定者，本校亦將遵守法令。			
制定部門：人事室 Established by: Personnel Office 中華民國 108 年 5 月 14 日 制訂 Established on May 14, 2019				

第二十四條 延長工作時間

Article 24 Overtime Work

- 一、員工之工作時間連同正常工作時間，一日不得超過十二小時。

適用勞動基準法人員工作規則

Work Rules for Personnel Subject to the Labor Standards Act

20

延長之工作時間，一個月不得超過四十六小時。

1. The working hours of an employee, including the normal working hours, shall not exceed twelve hours per day. The total overtime hours should not exceed forty-six hours per month.

第二十五條 休息時間

Article 25 Rest Periods

員工繼續工作四小時，至少應有三十分鐘之休息。但實行輪班制或其工作有連續性或緊急性者，本校得在工作時間內，另行調配其休息時間。

Employees should have at least a thirty-minute rest after four continuous hours of work. However, for those on shift work or whose work is continuous or urgent, the university may allocate rest periods during the working hours.

第二十六條 例假日

Article 26 Weekly Holidays

員工每七日中應有二日之休息，其中一日為例假，一日為休息日。

Employees should have two days off every seven days, one of which is a statutory holiday, and the other is a rest day.

<https://sustainability.mcut.edu.tw/var/file/65/1065/img/2153/490680052.pdf>

<https://personnel.mcut.edu.tw/p/412-1003-975.php?Lang=zh-tw>