

Regulations on the Service of Faculty and Staff

Chapter 1 General Provisions

Article 1 (Purpose)

The purpose of these Regulations is to prescribe matters concerning the service of faculty (full-time faculty) and staff (including administrative, technical, contract staff, and assistants) (hereinafter collectively referred to as “Faculty and Staff”) working at Woosong University (hereinafter referred to as the “University”).

Article 2 (Fulfillment of Responsibilities)

Faculty and Staff shall faithfully perform their duties in order to achieve the founding philosophy of the Woosong Educational Foundation (hereinafter referred to as the “Foundation”).

Article 3 (Establishment of Work Discipline)

1. Faculty and Staff shall comply with relevant laws and official orders and maintain discipline and order.
2. Staff shall observe working hours, maintain proper attire and dignity, and respect one another.

Article 4 (Courtesy and Fairness)

Staff shall distinguish between public and private matters, respect human dignity, and perform their duties in a courteous, fair, prompt, and accurate manner.

Article 5 (Confidentiality)

1. Faculty and Staff shall not disclose confidential matters, including resolutions of meetings, documents, policies, personnel matters, or regulatory matters, to external parties or unrelated personnel.
2. This obligation shall continue even after retirement.

Chapter 2 Working Hours

Article 6 (Working Hours and Break Time)

1. Working hours shall be from 9:00 a.m. to 6:00 p.m., except in special cases, and weekly working hours shall be 40 hours excluding break time.
2. Break (lunch) time shall be from 1:00 p.m. to 2:00 p.m.
3. Working hours and break time may be adjusted flexibly according to the University’s circumstances.

Article 7 (Adjustment and Extension of Working Hours)

The head of a department may adjust or extend working hours with approval from the President when necessary.

Article 8 (Work of Dismissed Personnel)

Dismissed personnel may be required to continue working for up to 15 days for handover and completion of pending duties.

Article 9 (Overtime Work)

1. The President may order overtime work when necessary.
2. Overtime work shall be performed only upon issuance of an official overtime order.

Article 10 (Attendance Confirmation)

Staff shall report for duty before the start of working hours, and department heads shall confirm attendance.

Article 11 (Tardiness and Early Leave)

1. Staff arriving late shall report the reason to their supervisor.
2. Early leave during working hours requires prior approval through a leave application.

Chapter 3 Leave and Absence

Article 12 (Types of Leave) Leave shall be governed by the Labor Law of Kazakhstan.

Article 13 (Paid Leave)

1. Paid leave shall be at least 20 working days (25 consecutive days) in accordance with Kazakhstan labor law and may change accordingly.
2. Paid leave shall, in principle, be used unless special circumstances apply.
3. The following periods shall be deemed as working days:
 - a. Work-related injury or illness;
 - b. Leave under maternity protection provisions;
 - c. Childcare leave and related leave.

Article 13-3 (Substitution of Paid Leave)

The University may, by written agreement with employee representatives, grant employees leave on specific working days in lieu of paid leave days.

Article 14 (Approval of Annual Leave)

1. The University may change the timing of paid leave requested by an employee if granting such leave at the requested time would cause significant disruption to academic or operational activities.
2. Applications for annual leave shall clearly state the reason and number of leave days and shall be submitted at least three (3) days in advance.

Article 15 (Sick Leave)

1. The President may grant sick leave of up to sixty (60) days per year in the following cases; if continued treatment beyond such period is required, the employee shall be placed on leave of absence without delay. However, in cases of illness or injury incurred in the course of official duties, the period may be extended:
 - a. Where the employee is unable to perform duties due to illness or injury;
 - b. Where the employee suffers from an infectious disease that may affect the health of others.
2. Applications for sick leave shall include the number of days and diagnosis, and for leave exceeding seven (7) days, a medical certificate shall be attached. Even for less than seven (7) days, supporting documents may be required upon request by the President.
3. Sick leave exceeding six (6) days per year shall be deducted from annual leave unless supported by a medical certificate.

Article 16 (Official Leave)

1. The President shall grant official leave for the necessary period in the following cases:
 - a. Appearance in court in relation to official duties;
 - b. Military examination, training, or inspection;
 - c. Participation in voting as prescribed by law;

[4-4(2)-7a-wsuk]

- d. Inability to report to work due to natural disasters or transportation disruptions.
2. Applications for official leave shall include the period, destination, and reason, along with supporting documents.

Article 17 (Special Leave)

The President may grant leave for family events in accordance with Appendix 1, notwithstanding Article 13.

Article 17-2 (Protection of Pregnant Employees)

1. Female employees who are pregnant shall be granted maternity leave before and after childbirth in accordance with the Labor Law of Kazakhstan.
2. Where a pregnant employee requests leave due to circumstances such as miscarriage risk, leave may be taken at any time before childbirth.
3. In cases of miscarriage or stillbirth, leave shall be granted in accordance with applicable laws. If no specific provision exists, the University may grant up to five (5) days of paid leave.
4. Requests for flexible working hours during pregnancy shall be actively accommodated.
5. Employees beyond 36 weeks of pregnancy may request reduced working hours (up to 2 hours per day).
6. Applications for reduced working hours shall be submitted at least three (3) days in advance with a medical certificate.

Article 17-3 (Paternity Leave)

Up to two (2) days of leave may be granted upon the childbirth of an employee's spouse.

Article 17-4 (Childcare Leave and Reduced Working Hours)

Childcare leave and reduced working hours (up to one (1) hour per day) may be granted.

Article 18 (Public Holidays During Leave)

1. Public holidays during leave shall not be counted as leave days, except where leave exceeds one month.
2. Holidays occurring during sick leave or special leave shall be included in the leave period.

Article 19 (Calculation of Leave Period)

1. Paid leave shall be calculated annually from January 1 to December 31; for contract employees, the contract period shall apply.
2. Periods of suspension or leave of absence shall not be included in the calculation of service period.

Article 20 (Exceeding Leave Period)

1. Leave exceeding the prescribed limit shall be treated as absence (except for foreign faculty whose leave is governed by contract).
2. Absence reports shall clearly state the reason and number of days.

Chapter 4 Duty Assignment

Article 21 (On-Call Duty)

The President may assign on-call duty during holidays or outside working hours to prevent fire, theft, or other incidents, and to maintain campus security and administrative operations.

Chapter 5 Business Travel

Article 35 (Business Travel)

[4-4(2)-7a-wsuk]

1. Faculty and Staff shall obtain prior approval through a travel request and submit a report upon return. Minor matters may be reported orally.
2. Any delay in completing duties shall be reported to the President.
3. Personnel shall diligently perform their duties during travel.

Article 36 (Overseas Business Travel)

1. Overseas travel requires prior approval from the President.
2. A report shall be submitted within five (5) days after return.
3. Failure to return within one month without valid reason may result in suspension or dismissal.

Article 36-2 (Private Overseas Travel)

Faculty and Staff may travel abroad for personal purposes during annual leave with prior approval.

Chapter 6 Profit-Making Activities and Concurrent Positions**Article 37 (Prohibition of Profit-Making Activities)**

Faculty and Staff shall not engage in activities that interfere with duties, create conflicts of interest, or damage the reputation of the University, including:

1. Managing profit-oriented businesses;
2. Serving as executive officers in private enterprises;
3. Investing in businesses related to their duties;
4. Engaging in continuous profit-generating activities.

Article 38 (Concurrent Positions)

1. Concurrent employment, even if non-profit, requires prior approval from the President.
2. Teaching at other institutions is generally prohibited unless specially approved.

Chapter 7 Political Activities and Collective Actions**Article 39 (Prohibition of Political Activities)**

- ① Faculty and Staff shall not participate in political parties or organizations.
- ② The following activities are prohibited:
 1. Election campaigning;
 2. Soliciting signatures;
 3. Posting or causing to be posted documents or publications in public facilities;
 4. Soliciting donations or encouraging participation in collective fundraising;
 5. Encouraging others to join or not to join a political party or political organization;
 6. Requiring other Faculty and Staff to engage in acts violating Paragraphs 1 and 2, or promising advantages or disadvantages as a reward or retaliation for political activities.
 - 7.

Article 40 (Prohibition of Collective Actions)

Faculty and Staff shall not engage in collective actions, such as labor movements, except those related to academic administration.

Chapter 8 Miscellaneous**Article 41 (Supplementary Provision)**

[4-4(2)-7a-wsuk]

Matters not specified in these Regulations shall be governed by the laws of Kazakhstan, including education-related laws, and other relevant regulations of Woosong University.

Category	Eligible Person	Days	Remarks
Category	Employee	5	
	Child	1	
Childbirth	Spouse	10	
Adoption	Employee	20	
Bereavement	Spouse; parents of employee or spouse	5	
	Grandparents (including maternal grandparents) of employee or spouse	3	
	Adoption	3	
	Siblings of employee or spouse	1	

Note:

Adoption shall be limited to cases recognized under the Special Act on the Promotion and Procedure of Adoption.

For bereavement and other family events (excluding adoption), additional leave days may be granted to cover actual round-trip travel time in cases of long-distance travel.