

Appendix 7: Directions of Application for Temporary Job Allowance

Applicant	Unemployed laborers stipulated in Subparagraph 2 to 4 of Paragraph 1 of Article 3 of the Regulations
Application Conditions	Laborers registered as job seekers in the public employment services institutions and having counseled and accepted a referral that did not successfully result in employment through the referral or accepted the referred job opportunities with justifiable reasons within fourteen (14) days from the registration date.
Handling Facilities	Public employment service institutions
Required Documents	Related documentary evidence of the laborers defined in Subparagraph 2 to 4 of Paragraph 1 of Article 3 of the Regulations. (information that can be cross-check in administrative systems is exempt)
Application Procedure	<ol style="list-style-type: none"> 1. After the applicants submit the applications to the public employment services institutions with the required documents for allowance, the public employment service institutions will refer the applicants to work for employers that provide temporary job opportunities. 2. The employer shall apply for the temporary job allowance from the public employment service institutions on a monthly basis.
Payment	The public employment service institutions distribute the temporary job allowance to the employers on a monthly basis, and the employers shall pay the applicants the temporary job allowance on a monthly basis.
Subsidization	Each subject shall be paid an hourly basic wage announced by the Ministry of Labor; the working hours shall not exceed one hundred and seventy-six (176) hours per month for a period of no more than six months.

Additional Directions	<ol style="list-style-type: none"> 1. The unemployed laborer concurrently receiving the temporary job allowance of the Regulations, Regulations for the Implementation of the Employment Promotion Allowances, Regulations for the Implementation of the Employment Promotion of Employment Insurance, Operation Directions for the Implementation of the Employment Promotion of foreign spouses and Mainland Chinese spouses and the other identical allowance, shall be subsidized for no more than six (6) months. The restriction shall be applicable to the unemployed laborers after re-employment. 2. While receiving the temporary job allowance and having the public employment service institutions refer job opportunities, the subjects shall fill out the referral job feedback form and notify the public employment service institutions within seven (7) days from the second day of the referral. The subjects notifying within the aforementioned deadline may take four or eight hours of job-seeking leave with pay, and eight (8) hours a week at maximum. 3. The leave-taking in this program shall be subject to the employer's internal policy or in accordance with the Labor Standards Act and Regulations of Leave-Taking of Workers if the employer has no such policy. The amount of leave and the job-seeking leave set forth in the preceding item shall be calculated using the on-duty working hours of the temporary job. 4. The public employment service institutions shall cease the distribution of the temporary job allowance in any of the following circumstances; the distributed allowance shall be refunded after cancellation or abolishment. <ol style="list-style-type: none"> (1) Concurrently receiving the unemployment benefits of employment insurance and the living allowance for between-jobs of the Regulations.
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	<p>(2) Re-employed while receiving the allowance.</p> <p>(3) The employer notifies the public employment service institutions to cease the temporary job openings due to the subjects violating the policy of the employer or disobeying the employer's instruction.</p> <p>(4) The subjects refuse to accept another temporary job opportunity assigned by the public employment service institutions after the current temporary job was terminated.</p> <p>(5) The subject refuses to accept the employment referral by the public employment service institutions.</p> <p>5. If the subject is concurrently receiving the in-service education and re-adaptation allowance, job allowance of the multi-employment promotion program, living allowance for between-jobs, start-up loan interest subsidy, training allowance or other subsidy on employment promotion, they shall not concurrently apply for this allowance.</p>
Directions for Employers	<p>1. The employers shall, while the unemployed laborers are engaging in temporary jobs, submit the following documents to the public employment service institutions for the application of a temporary job allowance, and shall be the tax withholder when making the payment of allowance.</p> <p>(1) Work log of the temporary work execution plan and the attendance log of the allowance recipients.</p> <p>(2) List of the reception of the allowance.</p> <p>(3) Temporary job plan execution report.</p> <p>(4) Receipts.</p> <p>(5) Any other required documents announced by the Ministry of Labor.</p> <p>2. The employers shall cooperate with the public employment service institutions with regular or occasional site inspections. If</p>

	<p>employers do not follow the temporary job plan or other relevant regulations in execution of the plan and fail to rectify the situation within the deadline specified in the written notification, the public employment service institutions may terminate the plan and assign the subjects to the other employers. The duration of the temporary job shall be combined with the original temporary job period in calculation.</p> <p>3. The employers shall be the proposer of labor insurance and national health insurance, and the employees engaging in temporary jobs shall be the insured and beneficiary; for those who cannot be insured in the labor insurance according to other regulations, they shall be insured in accident insurance or casualty insurance.</p>
R e m a r k s	<p>1. The employers defined in this measure shall refer to government agencies (organizations) or registered non-profit organizations.</p> <p>2. The justifiable reasons set forth in the application conditions shall refer to any of the following circumstances:</p> <p>(1) The compensation of the job opportunity referred by the public employment service institutions to the unemployed labor is lower than sixty (60) percent of the previous insurance salary.</p> <p>(2) The compensation of the job opportunity referred by the public employment service institutions to the unemployed labor, whose previous insurance salary is not identifiable, is lower than sixty (60) percent of the average insurance salary announced by the Bureau of Labor Insurance in the latest month.</p> <p>(3) The commute distance between the location of the temporary job and residence is more than thirty (30) kilometers.</p> <p>3. In preparation of the summary reports of the subsidization budget, the attached expenditure voucher shall be prepared in accordance with the Management Guidelines for The Disposal of Expenditure</p>

	<p>Voucher and shall provide the detailed objects of expenditure and the total amount of actual expenditure.</p> <p>4. The subsidization budget involving procurement matters shall be conducted in accordance with the Government Procurement Act. Any balance, interest or other derivative income from the subsidization budget shall be returned at the ratio of subsidization.</p>
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