

## **TKU Implementation Guidelines for Faculty and Staff Medical Examinations**

Secretariat Regulation No. 1010000074 (10/02/2012)

1. Purpose: These guidelines were formulated with the health and well-being of TKU faculty and staff in mind, in the hope of identifying illnesses as early as possible or preventing them altogether.
2. Those eligible for care:
  - a) Full-time faculty and staff (including specially appointed staff members, except for those who already receive TKU subsidies for medical exams and those who have been hired by individual departments or offices).
  - b) Retired TKU faculty and staff.
3. Service providers: Cooperating hospitals, clinics, and medical examination centers.
4. Method of subsidization: One such medical examination may be subsidized per person every two years.
5. Method of taking the examination:
  - a) Once every second academic year, faculty and staff may pick a time that suits them and go to a cooperating medical examination provider to undergo a check-up.
  - b) Those who go for a check-up may take one day of Family Care leave.
  - c) The result of the medical exam will be mailed by the institute that carried out the exam to the faculty or staff member personally.
  - d) The cooperating medical facilities will then apply to TKU to obtain the required reimbursement in each academic year.
6. This set of guidelines will take effect on the date of its publication after being passed in a meeting held by the Office of Human Affairs and approved by the TKU President. The same applies to any later amendments made.