



Walailak University Regulation
on Criteria and Methods for Payment and Suspension of Payment of Professional
Remuneration, Special Remuneration or Other Types of Pays Prescribed by the
University Besides Accounts of Salary
B.E. 2562

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Whereas it is expedient to establish criteria and methods for payment and suspension of payment of professional remuneration, special remuneration or other types of pays prescribed by the university besides accounts of salary

By virtue of Section 16 (2) and (9) of the Walailak University Act, B.E. 2535, resolution by the Personnel Management Committee in the meeting no. 7/2018 dated 13 December 2018 and resolution by the University Council in the meeting no. 1/2019, the Regulation shall be issued as follows:

1. This Order shall be called “Walailak University Regulation on Criteria and Methods for Payment and Suspension of Payment of Professional Remuneration, Special Remuneration or Other Types of Pays Prescribed by the University Besides Accounts of Salary B.E. 2562”.

2. This Regulation shall enter into force on the date following its announcement.

The provisions in other rules, orders, stipulations, announcements, regulations or other resolutions insofar as are already provided for in this Regulation, contrary to or inconsistent with the provisions of this Regulation shall be replaced with this Regulation.

3. This Regulation shall not apply to the employees under special assignments from the university.

4. In this Regulation,

“University”	Meaning	Walailak University
“President”		The president of Walailak university
“Employee”		Academic employees, professional practitioners and general administration employees, academic administration employees and also individuals performing the university-assigned duties and receiving monthly pays from the university
“Position allowance”		Position allowances as defined by the University Council Announcement on Account of Academic Title Allowance Rates, Accounts of Managerial Position Allowance Rates and Accounts of Position Allowance for Career Advancement of Walailak University Professional Practitioner and General Administration Employees
“Professional Remuneration”		Position pays payable to employees as provided in the Walailak University Council Announcement on Accounts of Salary Rates and Remuneration for Employees and

		Contract Staff of Walailak University Hospital and the Walailak University Council Announcement on Accounts of Remuneration for Medical Personnel, Walailak University
Special remuneration		Monthly pays not included in base salary as determined by the university
“Other types of pays”		Other types of pays which are not position allowance, professional remuneration, special remuneration payable to the employees besides base salary, with exception of scholarships or fellowships for study, trainings, visiting programs or research.

5. The Personnel Management Committee shall have power to investigate any disruptions or issues arising due to this Regulation, final decisions shall be at the discretion of the Personnel Management Committee.
6. The president shall take charge of this Regulation and have power to issue announcements under the approval of the Personnel Management Committee in order to specify criteria and methods in order to exercise functions in accordance with this Regulation.
7. Payment of the position allowance, professional remuneration, special remuneration or other types of pays to the employees entitled to non-full month salary shall be made in proportion to the number of legitimate days in that particular month.

8. In case that employees entitled to position allowance are assigned to perform or act in the positions with entitlement to position allowance, the employees shall receive one highest position allowance among all the others.
9. In case that employees entitled to professional remuneration are assigned to perform or act in the positions with entitlement to professional remuneration, the employees shall receive one highest professional remuneration among all the others.
10. In case of leaves of any types, payment of the position allowance, professional remuneration, special remuneration or other types of pays to the employees shall be made on the basis not exceeding the rights for that particular type of leaves in accordance with the university regulations, orders or resolutions.
11. In case of resignation, payment of the position allowance, professional remuneration, special remuneration or other types of pays shall be made payable to the employees entitled to the pays up until the approved resignation date. However, with pending approval for resignation and the particular employee still performing major duties of the allowance – paying position, payment shall be made up until the date on which the approval is notified or supposed to be notified.
12. In case of dismissal, termination of employment, end of employment term or deposition, payment of the position allowance, professional remuneration, special remuneration or other types of pays shall be made payable to the employees entitled to the pays up until the date specified in the orders. However, with unnotified orders and the employee still performing major duties of the position, payment shall be made up until the date on which the order is notified or supposed to be notified.
13. In case of retirement, payment shall be made up until the end of a fiscal year, or in case of death as a university employee, position allowance, professional remuneration, special remuneration or other types of pays shall be payable up until the date of death.
14. In case of abandonment of duties with no justifiable reasons or abandonment of works or suspension of employment, payment of the position allowance, professional remuneration, special remuneration or other types of pays shall not be made payable to the entitled employees for the dates on which acts of duty abandonment and work abandonment occur, or during employment suspension as the case may be.
15. No payment of the position allowance, professional remuneration, special remuneration or other types of pays shall be made payable to the entitled employees who take leave

of absence or are away for professional causes for a period of 3 months or longer under the following circumstances:

- (1) Take leave of absence work in international organizations
- (2) Take leave of absence to acquire academic knowledge
- (3) Exchange of lecturers and employees both in Thailand and overseas
- (4) Take leave of absence to accompany spouse
- (5) Take leave of absence to pursue higher degrees, attend trainings, visit and conduct research.
- (6) Take leave of absence for specialist residency programs and specialist programs
- (7) Take leave of absence for academic services
- (8) Other types of leaves as determined by the university

16. Other cases not specified in this Regulation shall be at the discretion of the Personnel Management Committee.

Announced on 7 March 2019

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(Prof. Dr. Wichit Srisa-an)

Chairperson of Walailak University Council