



## Guide to Employment of Foreign experts – Year 2002 REGULATION No.5

### Other Compensation

VII. COMPENSATION FOR FOREIGN CULTURAL AND EDUCATIONAL EXPERTS (HEREINAFTER REFERRED TO AS FOREIGN EXPERTS) ON SUCH EXPENSES AS TRANSPORTATION, LODGING, HEALTH SERVICE, AND HOLIDAYS (1)

1. What is the arrangement for the international travel expenses for foreign experts and their families?

(1) For those foreign experts whose employment term exceeds one year (one academic year), the host institutions shall provide round trip economy air tickets for them and their spouses and one child under the age of 12 who live together with them during the employment term.

(2) For those foreign experts whose employment term is of half a year (one semester), the host institutions shall provide the experts themselves with international single trip air tickets.

(3) For those experts who have special agreements with related Chinese departments of institutions, their travel expenses shall be arranged according to the agreements.

2. What if the air tickets to China were bought by foreign experts themselves?

In case foreign experts themselves have bought air tickets to China due to special circumstances, the tickets expenses shall in principle be reimbursed with foreign currency, or RMB with the agreement of the foreign experts.

3. Who shall be responsible for the expenses for room and board of the foreign experts on their way to China?

Under all circumstances foreign experts shall bear all the expenses for room and board on their way to China.

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4. Who shall be responsible for the transportation expenses of reference books, files, materials and teaching apparatus, etc. of foreign experts coming to China?

Generally, transportation expenses of reference books, files, materials and teaching apparatus etc., which are needed in the work of the foreign experts and approved by the host institutions, may be reimbursed according to invoice or receipt. The transportation expenses of the said articles, which do not have the approval from the host institutions, if required by the foreign experts, shall be settled through consultation accordingly. If they contribute these articles to the schools or institutions as gifts, instead of taking back after their employment, the schools or institutions shall bear such transportation expenses.

5. How shall the host institutions bear the transportation expenses of luggage of foreign experts?

If the employees are entitled to the treatment as foreign experts, the host institutions shall be responsible for their international air luggage transportation expenses (for separated transport expense according to air ticket) for 24kg (no more than 48kg for one family) when coming to and leaving China respectively together with the transportation expenses within China. The luggage packing fees and the custom charges shall be borne by the employees themselves.

If the experts work in a coastal port city and require their luggage to be shipped home by sea instead of by air when their tenure expires, the host institutions shall be responsible for the expenses of sea transportation of luggage of 1M cubed per person (no more than 2M cubed for one family with more than 2 persons) and that of land transportation from the work place to the port. The packing cost and the transportation expenses from the destination port to the city where they are employed or where they live in shall be borne by the experts themselves. If the experts work in an inland city and require their luggage to be carried home by sea, the institutions may give them at their disposal the money that amounts to the international air transportation expenses (for separated transportation expenses according to air ticket) for 24kg luggage.

Transportation expenses for luggage of experts incurred in coming to China shall be reimbursed with invoice or receipt within the aforementioned limit.

No luggage transportation expenses for experts from U.S.A. shall be reimbursed since two pieces (64kg) of luggage are free for transportation on the airlines between China and U.S.A.

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6. Who shall be responsible for the insurance premium for the luggage carried by sea when foreign experts leave China?

As a general rule, the institutions shall be responsible only for transportation expenses of luggage. If, according to related rules and regulations, the luggage has to be insured, the premium shall be borne by the host institutions; if not, but required by the experts, the premium shall be borne by the experts themselves.

7. What kind of housing shall be provided for foreign experts?

The institutions shall provide the experts with houses equipped with furniture, bedding, warming and cooling facilities. The house should have a washroom with bathing equipment, and should be equipped with such appliances as TV set, refrigerator and washing machine. Telephone should be installed in each room if possible. For experts with long-term residence, a kitchen with cooking apparatus is preferred. Gas expenses for cooking shall be borne by the experts.

8. How to deal with long-term sick leave of foreign experts?

The institutions shall have the right to terminate the contract if the experts are not able to resume the normal work after 30 days sick leave.

Had an expert been diagnosed of a disease, which could not be cured within a short period of time, arrangement for his or her returning home shall be made as soon as possible.

9. What if foreign experts require a certain vaccination?

Vaccination required by foreign experts shall be granted if such vaccination is available in the local health department and shall be charged according to regulation. Requirement for injection of blood products brought by the experts shall be declined politely with explanation.

10. What expenses shall be covered by foreign experts entitled to free medical service?

Expenses to be borne by foreign experts themselves include that of registration, house calls, tooth insertion, cosmetic surgery, eye-glasses, board in hospital and nutrition for non-medical purpose.

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11. Shall medical expenses for treatment in hospitals other than the appointed one be reimbursed?

The host institutions usually appoint certain hospitals for medical treatment for foreign experts. If the appointed hospital gives the opinion of the need of transfer to another hospital, or the disease needs treatment in a specialized hospital, the medical expenses thereby incurred may be reimbursed with the approval by the host institutions. If the expert goes to other hospitals for treatment without consent from the appointed hospital or host institution, medical expenses thereby incurred shall be a general rule not be reimbursed.

12. Shall transportation be provided for experts to hospital?

Generally, the host institution does not provide transportation for foreign experts going to hospital. If it is an emergency, the host institution shall provide free transportation or reimburse the fare.

13. Who shall be responsible for expenses of physical examination for foreign experts?

Expenses for physical examination incurred in experts' own country, or that in China due to failure to do so in their own country as restrained by circumstances, shall be borne by the foreign experts themselves (physical examination in China includes all the items listed in Record of Physical Examination for Foreigners). If the employees failed to provide health certificates on the account of the host institution, expenses for physical examination incurred in China shall be borne by the host institution.

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(5) (667)

14. What are the provisions on foreign experts' demission allowance?

According to the Notice for Enforcing New Standard Contract for Foreign Cultural Educational Experts (F.E.B. 222, 1992), issued by the State Administration of Foreign Experts Affairs, Ministry of Finance, and State Administration of Foreign Exchange, employees entitled to foreign experts treatment and under one year (one academic year) contract shall be paid half a month salary as demission allowance when they fulfill the contract, the whole allowance can be changed into foreign currency.

15. How long is the vacation and how much is the vacation allowance for foreign experts working for one year in China?

According to the Provisions on the Living Standard of Foreign cultural and Educational Experts, the experts are entitled to a one month vacation for one year's work, and a two week vacation for those working for less than one year but more than half a year. Foreign experts working in schools are entitled to the paid summer and winter vacations (foreign teachers are entitled to the same vacation treatment as that for foreign experts).

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(6)

16. What holidays are foreign experts working in China entitled to?

(1) Foreign experts are entitled to the following holidays: New Year's Day, Spring Festival, Labor Day, National Day, and other holidays according to laws and regulations, the same as the Chinese employees in the same work place.

(2) Foreign experts are entitled to the following holidays according to their nationality and religion: two days for Christmas, three days for Corban, one day for Lesser Bairam, and one day for Water-splashing Festival.

(3) Foreign experts can have a one-day holiday if they request to celebrate their own National Day.