

國立陽明交通大學專任教師請假代課處理原則

National Yang Ming Chiao Tung University Policy for Substitute Teachers for Absence of Full-Time Teachers

110年4月28日國立陽明交通大學109學年度第4次行政會議新訂通過
Passed by the 4th Administration Meeting of Academic Year 2020 of National Yang Ming Chiao Tung University on April 28, 2021

113年9月4日國立陽明交通大學113學年度第1次行政會議修正通過
Passed by the 1st Administration Meeting of Academic Year 2024 of National Yang Ming Chiao Tung University on September 4, 2024

一、本校專任教師請假除依教師請假規則辦理外，請假期間所任教課程之處理依本原則辦理。

1. The full-time teachers at the University should apply for leave of absence according to the Rules of Teachers' Leave of Absence. Their classes shall be handled in accordance with the Policy during the leave of absence.

二、本校教師具有下列情形之一者，其所任教課程得由所屬單位先商請校內教師代課，必要時經學校同意再遴聘與任教課程專長相符之校外合格教師代課。

(一)連續請病假二十一日以上或經醫師診斷需安胎治療與休養之病假。

(二)連續請事假二十一日以上。

(三)連續請喪假十五日。

(四)連續公差（假）二十一日以上。

(五)請產前假、娩假或流產假。

(六)連續請婚假十四日。

(七)申請育嬰留職停薪。

(八)陪產檢及陪產假。

2. In any of the following situations, the teacher's unit can negotiate for a substitute teacher among the internal faculty, and if necessary and subject to the consent of the University, hire a qualified external teacher who has the specialization of such classes.

(1) Sick leave for 21 consecutive days or longer, or for maternity treatment and recuperation as diagnosed by a physician.

(2) Personal leave for 21 consecutive days or longer.

(3) A teacher applying for a bereavement leave for 15 days consecutively.

(4) Leave for University-related affairs for 21 consecutive days or longer.

(5) A teacher applying for prenatal leave, maternity leave, or miscarriage leave.

(6) Marriage leave for 21 consecutive days or longer.

(7) Parental leave without pay.

(8) A teacher applying for accompanying prenatal check-ups and paternity leave.

三、專任教師差假未符合前條各項規定者，其差假期間所任教之課程應自行調補課。

3. If the full-time teacher does not meet the foregoing criteria, the teacher shall reschedule or arrange make-up classes for missed classes during the leave of absence.

四、校內專任教師代為授課者，其代課時數須與每週應授課時數合併計算，如合計時數達可支領超授鐘點費之規定，得依規定支領超授鐘點費，但其超授時數平均每週不得超過四小時；遴聘校外教師代為授課者，其鐘點費之支付，每週以不超過四小時為限。

4. If the substitute teacher is a full-time teacher at the University, the substitute hours shall be included in the mandatory weekly teaching hours. If the total teaching hours exceed the maximum period of hourly fees, the hourly fees for excessive hours shall be paid, provided that the average excessive hours per week does not exceed four hours. If the substitute teacher is from an external institution, the payable hours per week shall not exceed four hours.

五、專任教師請假期間由他人代課者，請假期間不得支領超授鐘點費。

5. The full-time teacher shall not be entitled to any excessive hourly fees during the leave of absence when there is a substitute teacher.

六、聘請校外代課教師時，所屬單位應事先簽請教務長同意後始得正式授課。
代課期間逾三個月者，應依本校兼任教師聘任要點規定辦理。

6. If the substitute teacher is from an external institution, the absent teacher's unit shall request for approval of the Dean of Academic Affairs before the class.

If the substitute teacher will teach the class for more than three months, the University's Guidelines of Recruitment of Part-Time Teachers shall apply.

七、校外教師代課鐘點費依公立大專校院兼任教師鐘點費支給基準表支給。

7. The hourly fee for external substitute teachers is paid according to the Schedule of Hourly Fees of Part-Time Teachers of Public Colleges and Higher Educational Institutions.

八、本原則經行政會議審議通過後實施，修正時亦同。

8. This Policy and any amendment thereto shall be implemented after the review of the Administration Meeting.