

國立成功大學
教師請假補課代課規定及鐘點費核計辦法
National Cheng Kung University
Rules on Taking Personal Leave for Teachers and Substitution and
Regulations on Auditing Hourly Pay

Passed on the 3rd Academic Affairs Meeting, 01.09.1998

Passed on the 2nd Academic Affairs Meeting, 06.02.1999

Passed on the 1st Academic Affairs Meeting, 01.18.2018

One

The regulations are enacted based on the letter code Tai (87) Kao (Two) 87097756 based on the rules governing teachers taking personal leave and substitution.

Two

All levels of full-time teachers should follow the Contract and Teachers' Act to fulfill their teaching responsibilities. In cases of taking a short leave, teachers should make up the classes and submit explanations to the Curriculum Division for scrutiny after having received signed approval from the teaching unit head. Substitute teachers can only be hired under the conditions laid out below.

Three

After the application submitted by teacher's belonged teaching unit through the administration procedure and approved by University President, the university can arrange for teachers to substitute the classes or hire substitute teachers when full-time teachers face any of the following situations:

1. Request for sick leaves for over twenty-one consecutive days.
2. Maternity leave, miscarriage leave, or pre-maternity leave combined with maternity leave.
3. Funeral leave for over fifteen consecutive days.
4. Official leave for more than twenty-one consecutive days.
5. Wedding leave for over fourteen consecutive days.
6. Parental unpaid leave during a semester.

Four

The qualification and hourly pay for substitute teachers are as follows:

1. Full-time teachers who teach less than basic hours should be considered first to substitute.
2. Qualified external teachers can be hired with the approval of the University President.
3. The hourly pay for substitute teachers is according to the disbursement standard of the teachers .

Five

The hourly pay for substitute teachers is disbursed from the fund of NCKU.

Six

These guidelines and their revisions are in effect subject to the approval of the Academic Affairs Meetings.

*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.