National Taiwan Normal University

# Teaching Assistant Attendance Management Directives

Last Amended on May 4, 2011

Article 1. National Taiwan Normal University (hereinafter referred to as "the University") has formulated the *Teaching Assistant Attendance Management Directives* (hereinafter referred to as "the Directives") to regulate the management of teaching assistants' attendance.

Article 2. The term "teaching assistants" used herein shall refer to those who hold a teaching assistant certificate issued prior to the March 21, 1997 amendment of the *Act Governing the Appointment of Educators* and who are currently employed by the University (hereinafter referred to as the "old system"), as well as to those who were hired after the March 21, 1997 amendment of the *Act* (hereinafter referred to as the "new system").

Article 3. With regard to attendance management, teaching assistants under the old system shall, in principle, be subject to the University's *Employment Leave Regulations for Teachers*; however, if their duties so require, they may choose to be subject to the regulations governing attendance and official leave for teaching assistants under the new system, pending special approval.

Article 4. Attendance management for teaching assistants under the new system shall be processed in accordance with the *Employment Leave Regulations for Civil Servants*, except that all paid time off shall be calculated based on the academic year calendar, and such teaching assistants shall not be entitled to travel subsidies or overtime pay for unused time off.

Article 5. The attendance of teaching assistants under the new system shall be processed through the Attendance Management System and shall be subject to the University's *Directives Governing the Management of Flexible Work Hours*, *Directives for the Management of Overtime Pay*, and regulations governing summer and winter vacations.

Article 6. Teaching assistants under the new system who have served at the University for at least one full academic year shall be entitled to seven days of paid time off per year beginning from their second academic year at the University. Those who have served at the University for at least three full academic years shall be entitled to 14 days of paid time off per year beginning from their fourth academic year at the University. Those who have served at the University for at least six full academic years shall be entitled to 21 days of paid time off per year beginning from their seventh academic year at the University. Those who have served at the University for at least ninth full academic years shall be entitled to 28 days of paid time off per year beginning from their 10th academic year at the University. Those who have served at the University for at least 14 full academic years shall be entitled to 30 days of paid time off per year beginning from their 15th academic year at the University.

Newly appointed teaching assistants reporting for duty after September may have their paid time off for the first year prorated based on the actual

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number of months that elapse from the initial appointment date to the end of their first academic year at the University. Said paid time off will become effective in August of their second academic year at the University. When calculating the number of days off, any partial days shall be rounded up to the nearest half or full day. Beginning in August of their third academic year at the University, the provisions set forth in the preceding paragraph shall apply.

For teaching assistants under the new system, any paid time off must be taken within the academic year in which it is effective. Any unused paid time off will be forfeited upon conclusion of the academic year.

Article 7. Matters unaddressed herein shall be subject to other applicable regulations.

Article 8. The Directives and any amendments made hereto shall be implemented upon passage by the Administrative Council.

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