國立臺灣師範大學教師請假代課鐘點費注意事項

National Taiwan Normal University Guidelines on Personal Leave and Substitute Teacher Lecture Fees

Amendments to Points 2 and 4 were passed during the 312th University Faculty Evaluation Committee on June 24, 2020

1. These Guidelines have been established pursuant to the Ministry of Education's Letter Tai-(87)-Kao-(Er)-Zi No. 87097756, dated September 1, 1998.

2. The term "substitute teacher" is used in these Guidelines to refer to a person who uses part of his or her office time to cover the duties of a full-time teacher on leave, on official trip or other reasons.

3. Full-time teachers of the University shall fulfill their teaching obligations in accordance with the Teachers' Act, Regulations on Faculty Member Service and appointment agreement of the University. In case of taking a short leave, they shall make up missed classes on their own. Appointment of substitute teachers is not allowed for whatever reasons other than set forth in Point 4.

4. If a full-time teacher of the University meets one of the following conditions, said teacher, after receiving consent from the University, may request a teacher of the school to substitute or have the University recruit a teacher to substitute:
   (1) Those who are taking sick leave for more than twenty-one consecutive days.
   (2) Those who have been approved to take an extended sick leave. (Including sick leave, personal leave, and leave of absence granted consecutively in accordance with the regulations)
   (3) Those who are taking marriage leave for 14 consecutive days.
   (4) Those who are taking maternity leave or miscarriage leave, or who are taking pre-maternity and maternity leave consecutively.
   (5) For a spouse giving birth, five days of paternity leave shall be granted. However, the leave may be taken in batches within 15 days (including regular holidays) before and after the date of delivery of the spouse.
   (6) Those who are taking funeral leave for 15 consecutive days.
   (7) Continuous official (duty) leave lasting for twenty-one days or more.
   (8) When a faculty vacancy suddenly arises, teachers are resignations or approved to leave without pay, secondments, or suspensions for some

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reasons during the semester.

In the case of Subparagraph (7) above, substitute teaching shall be limited to the courses taught in the semester in which the leave occurs.

If a part-time teacher is absent on short notice or resigns during the semester, a substitute teacher may be recruited mutatis mutandis in accordance with regulations applicable to full-time teachers.

5. The hourly fee for substitute teacher shall be handled in the following manner:
   (1) Full-time teachers who do not have enough hours to teach in the University shall be given priority as substitutes. If a substitute teacher is required due to professional needs, the University may appoint a qualified substitute teacher after approval from the President. During the period of substitute teaching, if any of the conditions set forth in Article 14 Paragraph 1 of the Teachers' Act applies to a substitute teacher, their service shall be immediately terminated with the President's written approval.
   (2) The hourly fee for substitute teachers shall be based on the standard hourly rate for part-time teaching at each level. After totaling the hours of substitute teaching, the extra hourly fees shall not exceed four hours per week per person. In exceptional cases, and with the approval of the President, the combined part-time and substitute teaching hours for on-campus and off-campus classes shall not exceed nine hours per week.

6. The substitute teacher hourly fee shall be paid by the University's annual personnel expenses.

7. These Guidelines shall be implemented upon approval by the Academic Affairs Meeting and the University Faculty Evaluation Committee. The same shall apply in the case of amendments to these Guidelines.

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