

**National Sun Yat-Sen University**  
**Rules on Taking Personal Leave for Teachers and Substitution and**  
**Regulations on Auditing Hourly Pay**

Approved at the 3<sup>rd</sup> administrative meeting during the 2005 academic year, December 02, 2005

Modified and approved at the 1<sup>st</sup> administrative meeting during the 2006 academic year, November 17, 2006

- Article 1 Full-time teachers of National Sun Yat-Sen University (hereinafter referred to as the “University”) shall fulfill their obligations according to the Teachers’ Act and the employment agreement of the University. Missed lessons must be made up after leave, if any, and a description for making up the lessons must be prepared, submitted to the supervisor for approval, and forwarded to the Office of Academic Affairs for reference. Employment of substitute teachers is not allowed for whatever reasons other than set forth in Article 2.
- Article 2 For a full-time teacher who takes leave according to the MOE Teacher’s Leave Application Regulations promulgated by the Ministry of Education, the University may ask a teacher who is giving lessons at the University or employ a teacher other than the ones of the University to act as a substitute teacher.
- Article 3 For a full-time teacher who takes leave, transfers to another unit, or does research, pursues further education, or gives a lecture overseas or retires, the courses left shall be taken care of by the teacher of the same teaching unit and no employment of substitute teachers is allowed.
- Article 4 The hourly pay for substitute teachers is determined as follows:
- (1) The full-time or part-time teacher of the University whose basic weekly teaching hours have not reached the specified level will be first asked to act as the substitute teacher. The overtime hours, after combining the substitution hours, shall not be more than 4 hours a week. Notwithstanding circumstances specified in the previous sentence, the overtime hours can be extended if they are approved for special cases.
  - (2) In case that the University agrees to employ a qualified teacher outside the University as the substitute teacher in consideration of the professional requirements, no more than 4 hours per week will be used as the basis for calculation of the hourly pay.
  - (3) The hourly pay for the substitute teacher is settled according to the standard applicable to the part-time teacher.

Article 5 After a substitute teacher is appointed for a full-time teacher, the overtime pay for the full-time teacher will be suspended during the substitution.

Article 6 No more than three months are allowed for the substitute teacher to take over the course. Otherwise, the University shall act according to the employment procedure of part-time teachers.

Article 7 The matters that are not covered by the Regulations are dealt with according to the MOE Teacher's Leave Application Regulations.

Article 8 The Regulations is approved at the administrative meeting of the university and implemented thereafter. The same procedure is applicable to the amendment of the Regulations.

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

中英文版本如有牴觸或不相符之處，應以中文版本為準。

The regulations in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.

# 國立中山大學教師請假補課、代課鐘點費處理要點

94.12.02 94 學年度第 3 次行政會議通過  
95.11.17 95 學年度第 1 次行政會議修正通過

- 一、國立中山大學（以下簡稱本校）專任教師應依教師法及本校聘約善盡授課義務，如有短期請假，應自行補課，並事先填具補課說明簽經主管核准後送教務處備查，非有第二條之情況不得延聘代課教師。
- 二、本校專任教師符合部頒教師請假規則情形之一者，得經學校之同意商請本校教師代課或由學校延聘教師代課。
- 三、專任教師有休假、借調、出國研究、進修或講學及退休等情形時，其所留課程應改由其所屬教學單位教師擔任，不得申請代課。
- 四、代課教師授課鐘點費之支給，依下列方式辦理：
  - （一）代課教師應優先以校內基本授課時數不足之專任教師或兼任教師充當，合計代課時數後其超支時數每週不得超過四小時；但情況特殊者，得專案簽准放寬超支時數。
  - （二）如因專業不同，得經學校同意延聘校外合格教師兼代，其鐘點費之支付，每週以不超過四小時為限。
  - （三）代課教師鐘點費比照各級兼任教師鐘點費標準支給。
- 五、專任教師經核准由其他教師代課，其已支領超支鐘點費者，應於被代課期間停發。
- 六、所延聘代課教師之代課期間不得超過三個月，如逾三個月，應另依本校兼任教師聘任程序辦理。
- 七、本要點未盡事宜，悉依教育部教師請假規則之規定。
- 八、本要點經行政會議通過後施行，修正時亦同。