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

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 department head. Substitute teachers can only be hired under the conditions laid out below.

Three
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 twenty consecutive days.
4. Official leave for more than twenty-one consecutive days.

Four
The hourly pay for substitute teachers is as follows:
1. Full-time teachers who teach less than basic hours should be considered first. The overtime taught by the full-time teachers should not exceed four hours after adding up all the teaching hours.
2. Qualified external teachers can be hired with the approval of the University. The hourly pay should not exceed four hours per week.
3. The hourly pay for substitute teachers is the same as that of teachers of different levels.

Five
The hourly pay for substitute teachers is disbursed from the budget of the annual personnel expenses of NCKU.

Six
These guidelines and their revisions are in effect subject to the approval of the Teachers’ Appraisal Committee and 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.