

國立臺北教育大學教師請假支給代課鐘點費注意事項

National Taipei University of Education Leave Pay and Substitution Hourly Pay Guidelines for Teachers

101年5月23日100學年度第2次教務會議及101年6月21日100學年度第6次教師評審委員會會議通過
106年11月1日106學年度第1次教務會議及106年11月14日106學年度第2次教師評審委員會會議修正通過
Approved by 2011 Academic Year 2nd Academic Affairs Meeting on May 23, 2012 and 2011 Academic Year 6th Teacher Review Committee on June 21, 2012
Revised and approved by 2017 Academic Year 1st Academic Affairs Meeting on November 1, 2017 and 2017 Academic Year 2nd Teacher Review Committee on November 14, 2017
107年3月28日106學年度第2次校務基金管理委員會會議審議通過
Approved by 2017 Academic Year 2nd University Fund Management Committee Meeting on March 28, 2018

- 一、 國立臺北教育大學(以下簡稱本校)教師應依教師法及聘約善盡授課義務，如有短期請假，應自行調、補課。
Teachers of the National Taipei University of Education (hereinafter referred to as the NTUE) should fulfill their teaching obligations in accordance with the Teachers' Act and Appointment contract. In case there is any short-term leave, teachers should adjust and make up their own classes.
- 二、 專任教師具有下列情形之一者，得經陳核簽准商請本校教師或延聘教師代課
Full-time teacher who has one of the following circumstances may apply for substitute teacher after approval：
 - (一) 連續請病假逾二十一日以上者。
Those who apply sick leave for more than 21 days consecutively.
 - (二) 連續請婚假十四日者。
Those who apply marital leave for 14 days consecutively.
 - (三) 請娩假、流產假、或併連娩假之連續產前假者。
Those who apply maternity leave, miscarriage leave, or continuous pre-maternity and maternity leave.
 - (四) 連續請喪假十五日者。
Those who apply funeral leave for 15 days consecutively.
 - (五) 連續公差(假)二十一日以上者。
Those who apply for business trip (leave) for more than 21 days consecutively.
 - (六) 事假及家庭照顧假合計超過七日者，應按日扣除薪給，其所遺課務代理費用應由學校支付。
Those who apply for personal leave and family care leave for more than 7 days in total shall receive deduction for their salaries based on the daily wage. The substitution cost shall be paid by NTUE.
 - (七) 學期中教師臨時出缺、辭聘或經核定留職停薪、借調、因案停聘者。
Those who are temporarily abandoned from their post, resigned or approved for leave without pay, transferred and suspended during the academic semester.

前項第七款情形之代課，以事實發生當學期所授課程為限。

The substitution mentioned in Item 7 of this Article shall be limited to the courses taught during the semester in which the incident occurs.

- 三、 兼任教師因故無法於排定之上課時間授課，得依本校兼任教師聘任要點所

定假別及時數請假，惟應於事前完成請假手續。

Part-time teachers who are unable to give lecture during scheduled class hours may apply for leave according to the Appointment Guidelines of NTUE for Part-Time Teachers. However, the application of leave should be completed in advance.

為避免影響學生學習權利，前項兼任教師所遺課務以聘代課教師授課為原則，並支給代課鐘點費。

To avoid affecting students' right to study, the missed lectures of part-time teachers mentioned previously shall be carried out by substitute teachers and paid based on the hourly wage.

兼任教師於學期中如有辭聘之情形，應停發鐘點費並由學校商請本校教師或延聘教師代課。

If a part-time teacher is resigned during the academic semester, his/her hourly payment shall be stopped and a substitute teacher shall be appointed by NTUE to continue lecturing the class.

業界專家之請假或辭聘準用前三項規定。

The proceeding three Articles are applicable to the leave and the resignation of industrial experts.

四、代課教師授課鐘點費之支給，依下列方式辦理

Substitute teachers are paid according to the following rules :

- (一) 代課教師應優先以校內專業相符之專任教師擔任，合計代課時數後其超支時數應扣除基本授課時數，每週不得超過四小時，但有特殊情形者，不在此限。

Full-time teachers of NTUE who have the required specialties shall have the priority to be selected as the substitute teacher. After adding the total substitute hours, the overtime hours after deducting the basic hours shall not exceed four hours per week. However, this is not applicable to special circumstances.

- (二) 如因專業考量，需由校外專業相符之合格教師代課者，應由所屬系(所、中心)專簽，並檢具其合格教師資格證明文件，會相關處室，奉校長核准後實施。其鐘點費之支給，每週以不超過四小時為限，但有特殊情形者，不在此限。代課教師於代課期間如有教師法第十四條第一項各款情形之一者，簽請校長逕予解聘。

For special considerations, if substitute teachers from outside NTUE who have the required profession are needed, application shall be prepared by the corresponding Department (Institute, or Center) with qualification document and submitted to relevant Offices for review. The application shall be approved by the President of NTUE before implementation. The hourly payment shall not exceed four hours per week. However, this is not applicable to special circumstances. If the substitute teacher has encountered one of the circumstances in Paragraph 1 of Article 14 of the Teachers' Act during the substitute period, the substitute teacher shall be dismissed by the President of NTUE.

- (三) 代課教師鐘點費比照各級兼任教師鐘點費標準支給。

The hourly payment for substitute teacher is the same as the hourly payment for part-time teacher.

- 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。

For full-time teachers who have been approved and replaced by substitute teachers, their overtime hourly pay shall be suspended during the substitution period.

- 六、 延聘代課教師所需代課鐘點費由本校年度歲出人事費支出。

The cost for the appointment of substitute teachers is paid from the annual personnel expenses of NTUE.

- 七、 各系（所、中心、學位學程）延聘代課教師之代課期間若為整學期，須補提三級教評會審議，通過後由系（所、中心、學位學程）發給聘函。

If the substitution period of the substitute teachers appointed by each Department (Institute, Center, or Degree Program) is a whole semester, the appointment shall be reviewed by a three-level Teacher Evaluation Committee. After approval by the Committee, the Department (Institute, Center, or Degree Program) may issue the letter of appointment.

- 八、 本注意事項經教務會議、教師評審委員會、校務基金管理委員會審議通過，並經校長核定後實施。

These Guidelines have been approved by the Academic Affairs Meeting, the Teacher Evaluation Committee Meeting and the University Fund Management Committee Meeting, and implemented following approval by the University President.