

## 國立雲林科技大學教師請假代課處理要點---AI 中翻英

### National Yunlin University of Science and Technology Guidelines for Handling Substitute Teaching During Faculty Members' Leave

Passed by the 6th Administrative Meeting of the 2007 Academic Year on February 26, 2008  
Amended and passed by the 2nd Temporary Administrative Meeting of the 2016 Academic Year  
on July 24, 2017  
Amended and passed by the 6th Administrative Meeting of the 2022 Academic Year on February  
21, 2023  
Amended and passed by the 1st Administrative Meeting of the 2023 Academic Year on  
September 12, 2023

Article 1: Full-time faculty members at YunTech should apply for leave in accordance with the "Faculty Members' Leave Regulations". The remaining courses during the leave period should be handled according to these guidelines.

Article 2: Faculty members at YunTech should fulfill their teaching obligations in accordance with the Teachers' Act and the school contract. If they meet one of the following conditions, they may, with the school's consent, ask other faculty members at YunTech to substitute for them or have the school hire substitute teachers:

- (1) Those who take continuous marriage leave for 14 days.
- (2) Maternity leave: Those who take maternity leave and miscarriage leave, and those who take pre-natal leave consecutively.
- (3) Official business (leave): Those who are assigned to official business for more than 21 consecutive days.
- (4) Bereavement leave: Those who take continuous bereavement leave for more than 14 days.
- (5) Personal leave: Those who take continuous personal leave for more than 14 days.
- (6) Sick leave: Those who take continuous sick leave for more than 14 days.
- (7) Paternity leave and prenatal check-up.
- (8) Unpaid parental leave.

Article 3: When a faculty member takes leave for the aforementioned duration, the faculty member in charge of the course should seek a substitute among YunTech's full-time or part-time faculty members and recommend the substitute to the department or institute, or request the department or institute where the he/she teaches to appoint a substitute. If there are no suitable teachers within the university with the required course expertise, a qualified teacher from outside the university should be hired to substitute, and paid an hourly fee for substitute teaching.

Article 4: If a YunTech faculty member takes leave for a duration less than the aforementioned period, the faculty member should arrange for make-up classes themselves. The substitute faculty member should preferably be a full-time faculty member from within the university who does not meet the basic teaching hours. After calculating the total substitute teaching hours, the overtime hours should not exceed 4 hours per week as a principle. However, in special circumstances, upon approval, this 4-hour limit may be exempt.

Article 5: During a faculty member's leave, if someone else substitutes for their class, the faculty member on leave may not receive overtime pay.

Article 6: When hiring a substitute faculty member from outside the university, the principle is to hire a teacher of the same level with matching academic expertise. After approval from the department or institute and the President, the teacher may officially start teaching. The payment of their hourly fee should not exceed four hours per week.

Article 7: The hourly fee for substitute faculty members is issued according to the their position and is paid from the university's annual personnel expenses.

Article 8: When a faculty member takes long-term leave and arranges for a substitute, they should fill out the "Faculty Leave Form", "Summary Table of Substitute Teaching during Faculty Members' Leave", and attach the "Application Form for Changes in Teaching Arrangements" for each course that requires a substitute. After approval from the department or institute supervisors, the forms should be submitted to relevant units (including the Personnel Office to check the total leave hours and the Office of Academic Affairs to check the "Summary Table of Substitute Teaching during Faculty Members' Leave") for approval by the President.

Article 9: The arrangement for make-up classes and substitute teaching for part-time faculty members at YunTech who take leave should be handled in the same way as for full-time faculty members. Part-time faculty members taking leave during the teaching period should follow the "Regulations for the Appointment of Part-time Faculty Members in Universities and Colleges". The issuance of hourly fees, make-up class hourly fees, and substitute teaching hourly fees should all be handled according to the aforementioned regulations.

Article 10: These guidelines are implemented after being passed by YunTech's

administrative meeting and approved by the President. The same applies when amendments are made.