

文藻外語大學教職員請假規則

Leave Rules for Faculty and Staff of Wenzao Ursuline University of Languages

民國 87 年 09 月 16 日 行政會議通過
Amended and approved at the Executive Meeting on September 16, 1998
民國 89 年 10 月 25 日 行政會議修正通過
Amended and approved at the Executive Meeting on October 25, 2000
民國 95 年 08 月 29 日 行政會議修正通過
Amended and approved at the Executive Meeting on August 29, 2006
民國 96 年 08 月 22 日 行政會議修正通過
Amended and approved at the Executive Meeting on August 22, 2007
民國 96 年 12 月 18 日 行政會議修正通過
Amended and approved at the Executive Meeting on December 18, 2007
民國 97 年 02 月 19 日 行政會議修正通過
Amended and approved at the Executive Meeting on February 19, 2008
民國 98 年 11 月 24 日 行政會議修正通過
Amended and approved at the Executive Meeting on November 24, 2009
民國 102 年 02 月 23 日 行政會議修正通過
Amended and approved at the Executive Meeting on February 23, 2013
民國 102 年 08 月 25 日 校長核定配合學校改名大學修訂法規名稱
Ratified by the University President for Change of Document Title in concert with the University's Name Change on August 25, 2013
民國 104 年 02 月 03 日 行政會議修正通過
Amended and approved at the Executive Meeting on February 3, 2015
民國 105 年 12 月 06 日 行政會議修正通過
Amended and approved at the Executive Meeting on December 6, 2016
民國 110 年 1 月 5 日 行政會議修正通過
Amended and approved at the Executive Meeting on January 5, 2021

第一條

本規則依行政院「公務人員請假規則」、教育部「教師請假規則」並參照本校狀況訂定「文藻外語大學教職員請假規則」(以下簡稱本規則)。

Article 1

Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Leave Rules for Faculty and Staff (hereinafter referred to as “the Regulations”) according to the Executive Yuan’s Leave Rules for Civil Servants, the Ministry of Education’s Leave Rules for Faculty, and actual conditions of the University.

第二條

本規則適用於本校編制內專任教職員(以下簡稱教職員)；編制外約雇人員，依勞動基準法及本校工作規則辦理。

Article 2

The Rules apply to full-time faculty and staff (hereinafter referred to as “faculty and staff”). Contract employees take leave according to the Labor Standards Act and work rules of the University.

第三條

本校教職員因故請假，依下列規定辦理：

Article 3

Faculty and staff of the University take leave according to the following rules:

一、事假：因事得請事假，每學年准給 7 日。其家庭成員預防接種、發生嚴重之疾病或其他重大事故須親自照顧時，得請家庭照顧假，每學年准給 7 日。事假或家庭照顧假超過 7 日者，應按日扣除薪給，其所遺課務代理費用應由學校支付。

1. Personal leave: Seven days of personal leave are permitted every academic year. Family leave may be taken when a family member needs a vaccine, suffers a serious illness or has to be personally taken care of due to a serious incident. Seven days of family leave are permitted every academic year. If there are more than seven days of personal leave or family leave, the University will deduct daily pay for any day in which an employee does not perform duties and pay the substitute to complete necessary tasks.

二、病假：因疾病或經醫師診斷需安胎休養者，其治療或休養期間，得請病假，每學年准給 28 日；其超過規定日數者，以事假抵銷，並依下列規定辦理：

2. Sick leave: Sick leave may be taken for medical treatment or necessary rest due to illness or pregnancy. Twenty-eight days of sick leave are permitted every academic year. Personal leave can be substituted for sick leave if the limit is reached. The following rules shall be complied with:

(一)女性教師因生理日致工作有困難者，每月得請生理假 1 日，全學年請假日數未逾 3 日，不併入病假計算，其餘日數併入病假計算。

(1) A female teacher may take one day of menstrual leave if she is unable to work due to menstruation. Three days of menstrual leave throughout the whole academic year will not be cumulative. Excess days of menstrual leave are considered sick leave.

(二)患重病非短時間所能治癒或因安胎經醫師診斷確有需要請假休養者，於依規定核給之病假、事假及休假均請畢後，經校長核准得延長之；其延長期間自第 1 次請延長病假之首日起算，2 年內合併計算不得超過 1 年，但銷假上班 1 年以上者，其延長病假得重行起算。

(2) If a seriously ill employee cannot recover on a short-term basis or a doctor gives a diagnosis that a pregnant employee needs to take a rest and sick leave, and personal leave and any other leave have been exhausted, then leave of absence may be extended upon the President's approval. The extension period starts from the first day of the first extended leave requested by the employee. A maximum of one-year leave extension in two years is permitted. The extended leave previously taken will not be accumulated if the employee returns earlier and has been working for over one year.

三、婚假：婚假 14 日，應自結婚登記之日前 10 日起 3 個月內請畢。但因特殊事由經校長核准者，得於 1 年內請畢。

3. Marriage leave: Fourteen days of marriage leave are permitted. Marriage leave has to be taken within three months starting from 10 days prior to the marriage registration date. An employee who obtains the President's approval for special circumstances is allowed to take marriage leave within one year.

四、產假：因懷孕者，於分娩前，給產前假 8 日，得分次申請，不得保留至分娩後；於分娩後，給娩假 42 日；懷孕滿 20 週以上流產者，給流產假 42 日；懷 12 週以上未滿 20 週流產者，給流產假 21 日；懷孕未滿 12 週流產者，給流產假 14 日。娩

假及流產假應 1 次請畢，且不得扣除寒暑假之日數。分娩前已請畢產前假者，必要時得於分娩前先申請部分娩假，並以 21 日為限，不限 1 次請畢。流產者，其流產假應扣除先請之娩假日數。

4. Maternity leave: Eight days of pregnancy leave are permitted and can be split in several parts. Pregnancy leave must be used after delivery. Forty-two days of maternity leave are permitted after delivery. Forty-two days of miscarriage leave are permitted for a miscarriage which happens after 20 weeks. Twenty-one days of miscarriage leave are permitted for a miscarriage which happens between 12 and 20 weeks. Fourteen days of miscarriage leave are permitted for a miscarriage which happens before 12 weeks. Maternity leave or miscarriage leave has to be taken in one single continuous period (including summer and winter vacations). A maximum of 21 days of maternity leave can be used and split in several parts before delivery when pregnancy leave is exhausted. Days of maternity leave taken before miscarriage shall be deducted from the total days of miscarriage leave.

五、陪產假：因配偶分娩或懷孕滿 20 週以上流產者，給陪產假 5 日，得分次申請。但應於配偶分娩日或流產日前後合計 15 日（包括例假日）內請畢。

5. Paternity leave: Five days of paternity leave are permitted and can be split in several parts for delivery or a miscarriage which happens after 20 weeks. Paternity leave shall be used within 15 days (including weekends) from the day of delivery or miscarriage.

六、喪假：喪假得分次申請，但應於死亡之日起百日內請畢。

(一)因父母、配偶死亡者，給喪假 15 日；繼父母、配偶之父母、子女死亡者，給喪假 10 日。

(二)曾祖父母、祖父母、配偶之祖父母、配偶之繼父母、兄弟姐妹死亡者，給喪假 5 日。除繼父母、配偶之繼父母，以教師或其配偶於成年前受該繼父母扶養或於該繼父母死亡前仍與共居者為限外，其餘喪假應以原因發生時所存在之天然血親或擬制血親為限。

6. Funeral leave: Funeral leave can be split in several parts within a hundred days from the day of death.

(1) Fifteen days of funeral leave are permitted for the death of a parent or spouse. Ten days of funeral leave are permitted for the death of a step-parent, parent-in-law or child.

(2) Five days of funeral leave are permitted for the death of a great-grandparent, grandparent, grandparent-in-law, step-parent-in-law, brother or sister. Any other funeral leave may only be taken for the death of a person who is related to an employee by consanguinity or adoption at the moment of death, except for a step-parent or step-parent-in-law who raised the employee or his/her spouse before adulthood or live with the employee or his/her spouse until death.

七、骨髓或器官捐贈假：因捐贈骨髓或器官者，視實際需要給假。

7. Bone marrow and organ donation leave: Bone marrow and organ donation leave may be taken based on actual needs.

八、原住民族歲時祭儀假：依原住民族委員會所公告之各該原住民族歲時祭儀放假日，得申請放假。

8. Indigenous ceremonial leave: Indigenous ceremonial leave may be taken according to the schedule posted by the Council of Indigenous Peoples.

第四條

教職員有下列各款情事之一者，給予公假。其期間由學校視實際需要核給，並應於事前核准：

Article 4

The University may grant official business leave based on actual needs in advance if a teacher or staff member meets one of the following conditions:

一、奉派參加政府召集之集會。

1. Assigned to attend a meeting held by the government.

二、奉派考察或參加國際會議。

2. Assigned to go on a field trip or attend an international meeting.

三、依法受各種兵役召集。

3. Attend an occasion for compulsory military service according to law.

四、參加政府依法主辦之各項投票。

4. Vote in an election held by the government according to law.

五、依主管教育行政機關所定獎勵優秀教師之規定給假。

5. Take leave granted by the competent education authority for rewarding outstanding teachers.

六、因執行職務或上下班途中發生危險以致傷病，必須休養或療治，其期間在 2 年以內。但因可歸責於當事人事由，不給予公假。

6. Injured due to an accident at work, on the way to work, or while returning home after work and need a rest or medical treatment within 2 years. **Business leave will not be granted in the case that the accident is attributable to himself/herself.**

七、因教學或研究需要，經服務學校或主管教育行政機關主動薦送或指派國內外全時進修、研究，其期間在 1 年以內。

7. Actively recommended or sent by the University or the competent education authority to pursue domestic or foreign full-time study or research for a maximum of one year, in order to meet teaching or research needs.

八、參加政府舉辦與職務有關之考試，經學校同意。

8. Take an exam related to work and held by the government with the approval of the University.

九、參加本校舉辦之活動，經學校同意。

9. Attend an event held by the University with the approval of the University.

十、應國內外機關團體或學校邀請，參加與其職務有關之各項會議或活動，或基於法定義務出席作證、答辯，經學校同意。

10. Accept an invitation sent by a domestic or foreign organization or educational institution to a meeting or activity related to work; testify or plead to fulfill legal obligations with the approval of the University.

十一、因教學或研究需要，依本校相關章則或經主管教育行政機關主動薦送、指派或同意，於授課之餘利用部分辦公時間進修、研究，每週在八小時以內。

11. Recommended/assigned by the University according to relevant regulations or the competent education authority or agree to use non-teaching time up to eight hours per week to pursue further study or research, in order to meet teaching or research needs.

十二、寒暑假期間，於不影響教學及行政工作原則下，事先擬具出國計畫，經核准赴國外學校或機構自費參加與其職務有關之進修、研究。

12. Develop a plan for going abroad and obtain approval to pursue further study or research related to work at a foreign school or institute at an employee's own expense during summer or winter vacation without interrupting teaching and Executive tasks.

十三、因校際間教學需要，經核准至支援學校兼課。

13. Approved to teach at another school for inter-school teaching needs.

十四、因產學合作需要，經核准至相關合作事業機構兼職或合作服務。

14. Approved to take a part-time job or provide service for a partner for academia-industry collaboration.

十五、因法定傳染病經各級衛生主管機關認定應強制隔離。但因可歸責於當事人事由而罹病者，不在此限。

15. Must be isolated due to a legal infectious disease (such decision is made by the competent health authority) except catching an infectious disease due to a fault attributable to an employee himself/herself.

十六、教職員基於法定義務出席作證性侵害、性騷擾及霸凌事件，應給予公假。

16. Official business leave shall be granted to testify for a sexual assault/harassment or bullying case to fulfill legal obligations.

第五條

教職員請假經核定為公假者，得視其性質經相關程序申請通過後給予報名費、差旅費全部或部分之補助。

Article 5

If faculty and staff are approved to take official business leave, a corresponding procedure can be completed to request a full or partial subsidy for fee of attendance or business trip.

第六條

Article 6

教職員因公假、請假或休假，不能到校上課或上班者，均須事先辦理請假手續，並覓妥職務代理人或代課人，檢附相關證明，經單位主管同意並會知有關單位，經核決主管核准後方得離校，但有急病或緊急事故，得由代理人代辦或補辦請假手續。請事假、家庭照顧假、病假、生理假、產前假及陪产假得以時計。婚假、喪假、分娩前申請部分娩假，每次請假應至少半日。

If faculty and staff need to take official business leave, sick leave or any other leave and cannot come to teach or work, they are required to complete the leave procedure, find a substitute, provide supporting documents, obtain approval from the responsible unit heads

and notify the units involved in advance. The leave procedure can be completed after returning to work or by the substitute in case of sudden illness or an emergency. Personal leave, family leave, sick leave, menstrual leave, pregnancy leave and paternity leave may be taken on an hourly basis. Marriage leave, funeral leave and maternity leave granted before delivery shall be taken at least half a day per time.

請娩假、流產假、陪產假、2 日以上之病假、因公傷病之公假及骨髓捐贈或器官捐贈假，應檢具醫療機構診斷書。但於分娩前先請之娩假，不在此限。

A written diagnosis shall be submitted for taking maternity leave, miscarriage leave, paternity leave, more than two days of sick leave, official business leave due to injury at work, and bone marrow and organ donation leave. Maternity leave granted before delivery is not subject to this rule.

第七條

Article 7

本規則所規定假期之核給，扣除例假日。但請延長病假或因公傷病請公假者，例假日均不予扣除。

Weekends are not included for leaves stated in the Rules. If sick leave or official business leave due to injury at work is extended, weekends will be included.

事假及病假日數，依學年度計算，任職未滿一學年者，依在職月數比例計算後未滿半日者，以半日計；超過半日未滿 1 日者，以 1 日計。

Personal leave and sick leave are accumulated every academic year. When an employee has not served for one year, being absent for less than half a day is deemed a half-day leave and being absent for less than one day is deemed a one-day leave on a pro-rata basis.

職員因業務需要於上班時間外處理公務者得申請補休，並應於事實發生後 6 個月內補休完畢，前揭情事領有相對報酬（津貼、獎金等）者，不得再申請補休。

An employee may request additional leave within six months upon performing duties outside of working hours. If monetary benefit (allowance, bonus, etc.) is provided correspondingly, no additional leave can be requested.

第八條

請假如逾原核准期限者，必須續假時，應依照請假程序申請續假，未經請假而擅離職守，或原請假之假期已屆滿，遲延不辦理手續者，均以曠職論，除按日扣除薪給及超鐘點費外，連續曠職逾 5 日或一學期曠職累計逾 10 日者，依相關規定辦理。

Article 8

When an approved leave needs to be extended, the leave procedure shall be followed for requesting extension. An employee who is absent without extension permission or postpone to complete relevant procedures after the end of the approved leave will be deemed absent without leave and daily pay and hourly overtime fee will be deducted. A

case of absence without leave for five consecutive days or 10 accumulated days per semester is processed according to relevant regulations.

第九條

教師在校內因公務不克按時上課時，毋須請假，但請事先至課務組（或教務組），辦理調、補課手續。

Article 9

A teacher who can not teach a scheduled class due to official business is not required to take leave, but he/she needs to change the class schedule or arrange a make-up class with the Curriculum Section (or Academic Affairs Section) in advance.

第十條

二級主管請假時之職務代理人，由單位主管同意之；一級主管（含）以上請假時，其職務代理人由校長核定之。導師請假在 5 天以內者，其代理人請由導師自行委定（導師代理人需簽名），於填寫假單時知會學務處（或進修部）；請假在 6 天以上者，可由學務處（或進修部）代為商定。

Article 10

The substitute for an executive at Level 2 shall be approved by the responsible unit head. The substitute for an executive at Level 1 or higher shall be approved by the President. A homeroom teacher who is leaving for five days or less may assign his/her substitute (signature of the substitute is required). The Office of Student Affairs (or the Division of Continuing Education) shall be notified by the Leave Form. If a homeroom teacher is leaving for more than six days, the Office of Student Affairs (or the Division of Continuing Education) can assist to make an agreement with the substitute.

第十一條

Article 11

因請假所生代理之職務加給導師津貼或代課鐘點費等事項，處理方式如下：
Duty allowance, homeroom teacher allowance or substitute hourly pay accrued due to leave is granted according to the following rules:

一、主管人員連續請事假或家庭照顧假 7 天(含)以上（扣除例假日），自實際請假日起不支給職務加給。

1. No duty allowance is granted from the first day of leave if an executive takes seven or more consecutive days of personal leave or family leave (excluding weekends).

二、職務代理人代理主管職務連續 7 天(含)以上（扣除例假日）以上者，自實際代理之日起支給主管職務加給，非主管人員代理主管者，支領全額之所代理主管職務加給；主管代理主管者，支領 1/3 之所代理主管職務加給。

2. Executive allowance is granted to an executive substitute from the first day of substitution for seven or more days (excluding weekends). A substitute who is not an executive receives executive allowance in full. A substitute who is an executive receives 1/3 of executive allowance originally paid to the absent executive.

三、導師連續請假 5 天(含)以上(扣除例假日)，由學務處通知出納組辦理代扣轉付事宜（婚假、喪假、娩假、流產假、產前假、陪產假，導師費由學校支付代理人）。

3. If a homeroom teacher takes five or more consecutive days of leave (excluding weekends), the Office of Student Affairs will notify the Cashier Section to deduct homeroom teacher allowance from the absent teacher's salary and pay the deducted allowance to the substitute (the University will pay homeroom teacher allowance to the substitute of a teacher who takes marriage leave, funeral leave, maternity leave, miscarriage leave, pregnancy leave and paternity leave).

四、教師於婚假、喪假、娩假、流產假、產前假、陪產假及原住民族歲時祭儀假期間代課費由學校支付，惟不再支付請假期間之週(月)超鐘點費。

4. The University pays teaching fee to a substitute of a teacher who takes marriage leave, funeral leave, maternity leave, miscarriage leave, pregnancy leave, paternity leave and indigenous ceremonial leave, but hourly overtime pay will not be granted during substitution (weeks or months).

五、教師因請公假、事假及病假所缺課程應由本人補足，若須請人代課者，須事先經系所（中心）主任同意，代課費由請假人自行負擔。

5. A teacher shall arrange a make-up class due to official business leave, personal leave or sick leave. If a substitute is required, the teacher needs to obtain the approval of the head of the responsible department/graduate institute/center and the substitution fee is paid by the teacher himself/herself.

六、不屬於前述列舉情況者，由請假人或相關單位另以簽呈加註意見，呈校長核示後交相關單位辦理。

6. For any situation not stated above, a teacher requesting leave or the unit involved shall submit the case with signature and comments to the President to make a decision for the unit involved to further handle the case.

第十二條

教職員出國前（含寒暑假期間），應依行政程序填報出國報備表，辦理核備手續。

Article 12

Faculty and staff shall fill in the Report Form and complete the Executive procedure before going abroad (including summer and winter vacations).

第十三條

請事、病假超過給假天數者，次學年不予晉級。因特殊事故不能預計假期者，得依本校留職停薪辦法申請留職停薪；留職停薪之期限，教師以聘約有效期間為限，職員至多以一學年，必要時得延長 1 年。逾期不能復職者，依法辦理退休或資遣。

Article 13

No salary grade advance will be made in the next academic year if an employee exceeds the limits of personal leave and sick leave. If the duration of leave is unpredictable, an employee may request to retain position without pay according to the Guidelines for Position Retained without Pay of the University. The length of time for retaining position without pay is based on the contract for teachers and only one academic year is allowed

for staff. One more year can be extended if necessary. An employee who is unable to return to work shall retire or be laid off according to relevant regulations.

第十四條

校長之請假準用本規則，其請假由董事長核准。

Article 14

The Rules apply to the President. The Chairperson of the Board of Trustees approves leave to be taken by the President.

第十五條 職員（含助教）在本校連續服務滿一定期間，每學年給予不同天數之特別休假：

Article 15

Staff (including teaching assistants) will be given annual leave in each academic year after continuously serving in this school for a certain period of time:

一、滿 1 學年者，自第 2 學年度起，給予 7 天休假。

1. Having completed one full year of service, 7 days will be given in the 2nd academic year.

二、滿 2 學年者，自第 3 學年度起，每學年加給 2 天休假，至 25 天止。

2. Having completed two full years of service, from the 3rd academic year on, two days will be added in each academic year, up to twenty-five days.

三、滿 11 學年者，自第 12 學年度起，給予休假 26 天。

3. Having completed eleven years of service, from the 12th academic year on, twenty-six days of annual leave will be given in each academic year.

當學年度未休畢之特別休假，扣除學年度已請之扣薪事假、家庭照顧假、病假及生理假後之天數，得遞延至次一學年度使用。

遞延至次一學年度實施之特別休假，若仍未休畢，視為放棄，不再遞延。

The unused days of annual leave (having deducted personal leave, family leave, sick leave and menstruation leave with pay) could be deferred once to the next academic year, however, these deferred days would be deemed to have been waived if they are not used in that academic year.

第十六條

本規則若有未盡事宜，悉依照國家法律、政府命令及本校相關規定辦理。

Article 16

Matters not covered by the Rules are handled according to law, government orders and relevant regulations of the University.

第十七條

本規定經行政會議通過，校長核定後施行，修正時亦同。

Article 17

The Rules become effective after being approved at the Executive Meeting and ratified by the President. Amendments must follow the same procedure.

(英文版僅供參考，若有歧義，以中文版為準。)

(The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.)

附表

Attachment

文藻外語大學 請假簽核流程

Leave Procedure of Wenzao Ursuline University of Languages

核決範圍 Scope	類別 Position	核決權限 Authority									
		代理人 Substitute	單位 主管 Unit Head	教務處 (有課) Office of Academic Affairs (Teaching)	學務處 (導師) Office of Student Affairs (Homeroom Teacher)	教務長 Dean of Academic Affairs	人事室 Personnel Office	所屬 副校長 Vice President in Charge	主任 秘書 Chief Secretary	校長 President	人事室 存查 Stored by Personnel Office for Future Reference
3 天以內 Within 3 days	教師 Faculty	◆	◆	◆	◆	◎	◆				◆
	職員 Staff	◆	◎				◆				◆
	秘書室 Secretariat	◆	◎				◆				◆
超過 3 天 5 天以內 3 – 5 days	教師 Faculty	◆	◆	◆	◆	◆	◆	◎			◆
	職員 Staff	◆	◆				◆	◎			◆
	秘書室 Secretariat	◆	◎				◆				◆
超過 5 天 Over 5 days	教師 Faculty	◆	◆	◆	◆	◆	◆	◆	◆	◎	◆
	職員 Staff	◆	◆				◆	◆	◆	◎	◆
	秘書室 Secretariat	◆	◆				◆			◎	◆
主管會報成員 Members of the Executive Meeting		◆	◆	◆	◆	◆	◆	◆	◆	◎	◆
一級主管：比照上述流程 Executives at Level 1: Follow the procedure right above											

備註：※符號說明：◆簽核 ◎核決

Note: ※ Symbol: ◆ Review ◎ Approval

※請假所需附件：※ Required supporting documents:

1. 公假：

(1) 有校內文號之公文：請事先依行政程序簽核通過後方可請假。

(2) 其他紙本公文或附件（未由文書組掛公文文號）：3天以內不支領校內任何費用者，可直接做假單之附件。

2. 連續請假超過3天者，須附簽核公文或以簽呈經行政程序簽核通過後方可請假。

3. 年休假由單位主管核決。

1. Official Business Leave:

(1) Official document with an internal document number: Please complete the Executive procedure to obtain signature and approval before leave.

(2) Other paper-based official documents or attachments (without a document number assigned by the Documentation Section): They can be submitted as supporting documents if no fee is paid to the employee taking no more than three days of leave.

2. An official document signed and approved must be attached or it must be signed and approved through the Executive procedure in advance if more than three consecutive days of leave are requested.

3. Annual leave will be approved by the responsible unit head.