

長榮大學教職員工請假、休假辦法

Chang Jung Christian University Faculty and Staff Leave and Vacation Regulations

90.11.06 主管會議通過

96.10.17 九十六學年度第一學期期初校務會議修正通過

101.10.02 101 學年度第一學期第 2 次行政會議修正通過

101.10.03 101 學年度第一學期期初校務會議修正通過

103.09.18 103 學年度第一學期第 2 次行政會議修正通過

103.10.01 103 學年度第一學期期初校務會議修正通過

103.10.16 第八屆第 18 次董事會議修正通過

106.03.13 105 學年度第二學期期初校務會議修正通過

106.09.21 106 學年度第一學期第 2 次行政會議修正通過

106.10.02 106 學年度第一學期期初校務會議修正通過

108.02.21 107 學年度第二學期第 1 次行政會議修正通過

108.03.11 107 學年度第二學期期初校務會議修正通過

Approved on November 6, 2001 by the Executive Meeting.

Revised and approved on October 17, 2007 by the beginning-of-semester University Affairs Meeting of Academic Year 2007 Semester 1.

Revised and approved on October 2, 2012 by the 2nd Administrative Meeting of Academic Year 2012 Semester 1.

Revised and approved on October 3, 2012 by the beginning-of-semester University Affairs Meeting of Academic Year 2012 Semester 1.

Revised and approved on September 18, 2014 by the 2nd Administrative Meeting of Academic Year 2014 Semester 1.

Revised and approved on October 1, 2014 by the beginning-of-semester University Affairs Meeting of Academic Year 2014 Semester 1.

Revised and approved on October 16, 2014 by the 18th Meeting of the 8th Board of Directors.

Revised and approved on March 13, 2017 by the beginning-of-semester University Affairs Meeting of Academic Year 2016 Semester 2.

Revised and approved on September 21, 2017 by the 2nd Administrative Meeting of Academic Year 2017 Semester 1.

Revised and approved on October 2, 2017 by the beginning-of-semester University Affairs Meeting of Academic Year 2017 Semester 1.

Revised and approved on February 21, 2019 by the 1st Administrative Meeting of Academic Year 2018 Semester 2.

Revised and approved on March 11, 2018 by the beginning-of-semester University Affairs Meeting of Academic Year 2018 Semester 2.

第一條 本校為規定教職員工請假、休假事宜，訂定本辦法。

Article I The Regulations are formulated to govern matters pertaining to the leave and vacation time of faculty and staff.

第二條 本辦法依教師法、性別工作平等法、勞動基準法，並參照教師請假規則、公務人員請假規則及勞工請假規則等相關法規訂定。

Article II The Regulations are in accordance with the Teachers Act, the Act of Gender Equality in Employment, the Labor Standards Act and relevant laws and regulations governing leave for teachers, civil servants and laborers.

第三條 本校教師及職員工之請假，依下列各款規定：

Article III The University's leave regulations for teachers and faculty shall be as follows:

一、事假：事假分普通事假及家庭照顧假；

因事得請事假，每學年准給七日。

因家庭成員預防接種、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，每學年准給七日。其請假日數併入事假計算。

事假及家庭照顧假合計超過七日者，應按日扣減薪給。

1. Personal leave: Personal leave is divided into ordinary leave and family care leave.

Seven days of ordinary leave per academic year are allowed for personal

business.

Seven days of family care leave per academic year are allowed to personally take care of family for immunization, major illness or other major accidents. The number of days for family care is included into the calculation of personal leave. If total ordinary leave and family care leave exceeds seven days, salary for the number of days shall be deducted accordingly.

- 二、病假：因疾病必須治療或休養者，得請病假。請假二日者，檢附看診收據；三日(含)以上者，須檢附全民健保所簽約之特約醫院或合格之醫生診斷書。每學年准給二十八日，其超過者，以剩餘之事假抵銷。
女性教職員工因生理日致工作有困難者，每月得請生理假一日，全年請假日數未逾三日，不併入病假計算，其餘日數併入病假計算。
患重病非短期間所能治癒者，經校長核准得延長之，但以三個月為限。逾期未癒者，得准申請留職停薪一年。
2. Sick leave: Sick leave may be taken for treatment of illness or recuperation. Those who take two days of sick leave must submit receipt for medical treatment; those who take three or more days of leave must submit a medical certificate issued by a medical institution contracted by the National Health Insurance or qualified clinics. Total sick leave is 28 days per academic year, and excess shall be offset by remaining personal leave.
Female faculty and staff who have difficulty working during their menstrual period shall have one day of menstrual leave per month. Total menstrual leave shall not exceed three days per year, and shall not be included with sick leave. Remaining days of menstrual leave shall be included into sick leave.
Those with major illness requiring longer term of treatment may extend leave upon approval by the University President. The limit of extension is three months. Those exceeding the limit shall apply for one year of leave without pay.
- 三、婚假：因結婚者給婚假十四日，除因特殊事由經機關長官核准延後給假者外，應自結婚之日起一個月內請畢。
3. Wedding leave: Wedding leave is 14 days for those getting married. Except for special circumstances approved by relevant organizational authority for delayed leave, wedding leave must used up within one month of the date of marriage.
- 四、娩假：分娩給娩假四十二日(不含國定例假日，但含寒、暑、春假等校內自給之彈性休假)。
懷孕滿三個月以上未滿七個月流產者，給流產假二十八日。
懷孕未滿三個月流產者，給小產假七日。
4. Maternity leave: Maternity leave for childbirth is forty-two days (excluding national holidays. However, the University's flexible leave for winter, summer and spring break is included).
Those who miscarry a pregnancy of more than three months but less than seven months shall be given twenty-eight days of maternity leave.
Those who miscarry a pregnancy of less than three months shall be given seven days of miscarriage leave.

- 五、產前假：八日(得分次申請，不得保留至分娩後)。
5. Prenatal leave: Eight days (shall be applied per time, and shall not be accumulated for after childbirth).
- 六、陪產假：配偶生產者給陪產假五日。
6. Accompanying maternity leave: The spouse of childbirth is given five days to accompany the childbirth.
- 七、喪假：父母、配偶死亡者：十五日。
繼父母、配偶之父母、子女死亡者：十日。
本人及配偶之曾祖父母、祖父母、配偶之繼父母、兄弟姊妹死亡者：五日。
除繼父母、配偶之繼父母，以本人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。喪假得分次申請。但應於死亡之日起百日內請畢。
7. Bereavement leave: For the death of parents, spouse: 15 days.
For the death of step-parents, parents of spouse, children: 10 days.
For the death of great grandparents, grandparents of self or spouse, step-parents of spouse, brothers and sisters: 5 days.
Except for the stepparents of self or spouse where the self or spouse was raised by the step-parents or is still living with the step-parents prior to their death, the other bereavement leave shall be limited to natural blood relation or blood relations in fiction of law to the deceased at the time of death. Bereavement leave shall be applied per incident, and shall be used up within 100 days of the death.
- 八、原住民歲時祭儀假：凡具原住民身分者，於依「紀念日及節日實施辦法」由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: In accordance with the Regulations on Memorial Days and Holidays, those with indigenous identity shall apply for leave for ceremonies pertaining to their tribe, as specified by the Council of Indigenous Peoples
- 九、教師請假應依規定辦理，兼任行政主管請假連續超過一個月者，其主管加給應轉發職務代理人。
9. Teacher application for leave shall be handled in accordance with the Regulations. For teachers with concurrent administrative supervisory position, if their leave exceeds one month, their supervisory pay shall be transferred to the acting supervisor.
- 本校工友、技工及編制外人員其請假依勞動基準法與勞工請假規則之規定辦理。
Leave for the University's janitorial workers, technicians and non-staff employees shall be handled in accordance with the Labor Standards Act and the Labor Rules for Leave.

第四條 本校教職員工有下列各款情事者給予公假：

Article IV University faculty and staff shall be given statutory leave for the following reasons:

- 一、奉派參加政府召集之集會。

1. Assigned to participate in meetings convened by the government.
- 二、參加政府舉辦與職務有關之考試，經學校同意。
2. Participation in job related government examination, as approved by the University.
- 三、依法受各種兵役召集。
3. Recall into military service in accordance with the law.
- 四、參加政府選舉之投票。
4. Participation in government elections.
- 五、因執行職務或上下班途中發生危險以致傷病，必須休養或治療，其期間視實際需要准假之。
5. Recuperation or treatment for injury or illness sustained in the course of official duties or commute to work. Leave shall be based on actual need.
- 六、奉派參加與其職務有關之訓練進修，其期限在一年以內者。
6. Assigned to participate in job related training and advanced studies that are less than one year.
- 七、奉派考察或參加國際會議。
7. Assigned to conduct review or participate in international conference.
- 八、應國內外機關團體邀請，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「性侵害、性騷擾及霸凌事件」、答辯，經機關首長核准者。
8. Invitation by domestic or foreign organizations to participate in job related meetings or activities, or to testify or defend in a sexual assault, sexual harassment and bullying case, upon approval by the head of the organization.
- 九、以個人名義應邀其他機關、學校參加慶典、演講、研習、觀摩評鑑等活動。
9. Private invitation by other organizations to attend activities such as school celebrations, speeches, seminars, observation and reviews.
- 十、應邀出席參加會議或聽取論文發表或參加工監事會議或參加科技部研究計畫或產學合作非執行專款研究者。
10. Invitation to attend conference, listen to thesis presentation, participate in board of supervisors meeting, participate in Ministry of Science and Technology research project or non-executive specially funded industry-university cooperation research.
- 十一、參加本校舉辦之活動，經校長核准者。
11. Participate in University events, as approved by the University President.

第五條 本校教職員工有下列情事者給予公差假：

Article V University faculty and staff shall be given public affairs leave for the following circumstances:

- 一、參加教育部主辦或委託學校舉辦與其職務有關之各項研習會。
1. Participation in job related seminars organized or commissioned by the Ministry of Education.
- 二、參加校際間舉辦與單位業務有關各項研習會，經校長核定者。
2. Participation in inter-university job related seminars, as approved by the

University President.

三、奉派代表學校參加或出席政府或與本校相關機構舉辦之慶典、活動或研討會者。

3. Assigned as a University representative to participate in or attend a celebration, event or seminar organized by the government or organizations relevant to the University.

四、奉派代表學校出席國際學術交流或研討會及締結姐妹校等相關事宜者。

4. Assigned as a University representative to attend international academic exchanges or seminars and other matters pertaining to establishing sister schools.

五、擔任與其職務有關之各項國際會議主席或參加執行專款研究之科技部計畫或產學合作者。

5. Chairing job related international conferences or participation in executive specially funded Ministry of Science and Technology project or industry-study cooperation.

六、奉董事會指派辦理相關業務者。

6. Assigned by the Board of Directors to handle relevant tasks.

第六條 職員工特休假之規定如下：

Article VI Annual leave provisions for employees are as follows:

一、在校服務滿六個月以上一年未滿者，給予休假三日。

二、在校服務滿一年以上二年未滿者，給予休假七日。

三、在校服務滿二年以上三年未滿者，給予休假十日

四、在校服務滿三年以上五年未滿者，給予休假十四日。

五、在校服務滿五年以上十年未滿者，給予休假十五日。

六、在校服務滿十年以上者，每一年加給休假一日，加至三十日為止。

七、職員工特休假自受僱當日起算，並應於當年度到職日前休畢。

八、連續休假一次達五日（不包含六、日或國定假日）以上或出國者應以專簽陳校長核准後始得離校。未經核可離校者，按日扣其薪金。

九、單位主管應妥善協調、安排同仁之休假狀態，並充分落實代理人制度。

1. Those who have been with the University for six months to less than one year shall be given 3 days of annual leave.

2. Those who have been with the University for one year to less than two years shall be given 7 days of annual leave.

3. Those who have been with the University for two years to less than three years shall be given 10 days of annual leave.

4. Those who have been with the University for three years to less than five years shall be given 14 days of annual leave.

5. Those who have been with the University for five years to less than ten years shall be given 15 days of annual leave.

6. Those who have been with the University for ten or more years shall be given an additional one day of annual leave per year to the maximum limit of 30 days.

7. Annual leave for employees shall be calculated from the date of employment and shall

be used up by the end of the current year of employment.

8. Those on leave for 5 consecutive days (excluding Saturdays, Sundays and public holidays) or going abroad must have prior approval from the University President. Those leaving without permission shall have their salary deducted according to the number of days.
9. Unit heads shall properly coordinate and make arrangements for leaves, and fully implement the substitute system.

第七條 編制內教師無特休假，但教師於前一學年兼任行政職務且目前在任者，每學年給予休假十四日。連續休假一次達五日（不包含六、日或國定假日）以上或出國者應以專簽陳校長核准後始得離校。

Article VII Staff faculty has no annual leave. However, teachers with concurrent administrative positions in the previous academic year and who are currently in office shall be given 14 days of leave per academic year. Those on leave for 5 consecutive days (excluding Saturdays, Sundays and public holidays) or going abroad must have prior approval from the University President.

第八條 本校教職員工，因育嬰、侍親、借調或其他情事，以專簽陳請校長核准者，得申請留職停薪。

Article VIII University faculty and staff may apply for leave without pay for parenting, caring for family, temporary transfer or other matters upon special approval from the University President.

第九條 本校教職員工請假，核定權責如下：

Article IX The authority for approval of leave for University faculty and staff are as follows:

教師部分：

For Teachers:

- 一、教師每週上班時間不得少於四天，兼行政職務者與行政人員相同。
 1. Teachers shall be at work for no less than four days per week. Teachers with concurrent administrative duties shall be handled in accordance with regulations for administrative staff.
- 二、教師請假應檢具補課通知單向教務處核備，請假二日(含)以內由系主任核定，三日(含)以內由院長核定，五日(含)以內由副校長核定，超過五日以上由校長核定，兼任行政職務者須經單位主管同意，並填妥職務代理人。請假出國者，應檢具出國申請表，經校長核可後始得離校，未經核可離校者，以曠職論並按日扣其薪金。
 2. Teachers shall submit make-up class notification together with their leave application to the Office of Academic Affairs for approval. Those applying for no more than two days shall be approved by their department director; those for no more than three days, their college dean; those for no more than five days, the University Vice-President; and those for more than five days, the University

President. Teachers with concurrent administrative position shall obtain consent from their unit director and complete a form for substitute. Those going abroad on leave shall include application for overseas travel, and must be approved by the University President. Absence from the University without approval is regarded as absence without leave, and salary shall be deducted according to the number of days absent.

三、教師兼任一級主管者，請假均由校長核定。

3. Leave for teachers with concurrent Level 1 supervisory duties shall be approved by the University President.

四、教師請假均應事前函知教務處課務組公告。逾一星期者應先取得系主任及教務長同意，覓請校內同仁代為授課或於銷假後二週內補課完畢。

4. Teachers applying for leave shall give advanced written notice to the Academic Affairs Section of the Office of Academic Affairs. Those on leave for more than one week shall obtain approval from their department director and Dean of Academic Affairs, find colleagues to substitute for their classes or make up for all the classes within two weeks after their leave.

五、教師曠職逾七日者，提學校教師評審委員會予以解聘。

5. Teachers absent for more than 7 days without leave shall be referred to the University Teacher Evaluation Committee for dismissal.

六、教師申請留職停薪、除符合本辦法第八條規定外，仍應依程序提交各級教師評審委員會審議，通過後始得辦理留職停薪事宜。

6. In addition to complying with the provisions of Article 8 of the Regulations, teachers applying for leave without pay shall submit their application to all levels of teacher evaluation committees in accordance with procedure for review and approval prior to proceeding with matters pertaining to leave without pay.

職員工部分：

For Staff:

一、職員工因病、因事不能工作者，應按規定請假：二日(含)以內者，由二級主管批准；三日(含)以內者，由一級主管批准；五日(含)以內者均應報請副校長批准，超過五日以上由校長核定。

1. Staff members unable to work due to illness or business shall apply for leave in accordance with regulations: Leave for no more than two days shall be approved by Level 2 supervisors; for no more than three days, Level 1 supervisors; for no more than five days, the University Vice-President; and for more than five days, the University President.

二、職員工請假及休假其職務由職務代理人為之，故於差假 e 化系統上須職務代理人核章確認，以落實代理人制度。

2. Staff members on leave and annual leave shall have substitutes covering their duties. The substitute shall confirm the substitution on the leave and vacation e-system to complete the substitute mechanism.

三、職員工請假或休假（含專簽經校長核可者），均須於事前或期間內上差假 e

化系統完成請假程序，除病假外不得事後補請。違反者以曠職論處，但有正當理由，以專簽敘明經校長核可者，不在此限。

3. Staff on leave or on vacation (including those approved by the University President) shall complete the leave application procedure on the leave and vacation e-system in advance or within prescribed time. Except for sick leave, applications shall not be made after the fact. Those who fail to comply are regarded as absent without leave. However, those with valid reasons approved by the University President shall be excused.

四、職員工無正當理由繼續曠職三日，或一個月內曠職達六日者，提職工評審委員會予以免職或解僱。

4. Staff members who are absent without leave for three consecutive days without valid reasons, or who are absent without leave for up to 6 days within a month shall be referred to the Employment Advisory Committee for removal from office or dismissal.

五、除符合性別工作平等法之育嬰留職停薪規定者外，本校職員工申請留職停薪，應由人資處提交職工評審委員會審議，通過後始得辦理留職停薪事宜。

5. Except for parental leave without pay in accordance with the for the Act of Gender Equality in Employment, University staff application for other leave without pay shall be submitted by the Office of Human Resources Development to the Employment Advisory Committee for review. Approval shall be obtained prior to proceeding with matters pertaining to leave without pay.

第十條 本辦法經行政會議、校務會議通過陳校長核定後實施。修正時亦同。

Article X The Regulations are implemented upon approval by the Administrative Meeting and University Affairs Meeting, and subsequent approval by the University President; the same procedures shall be applied to any amendment.