

教職員各類假別簡明表

Types of Leave for Employees

111.10 修訂

Revised in October 2022

假別 Types of Leave	給假日數 No. of days	注意事項 Notices
事假 Personal Leave	7	<ol style="list-style-type: none"> 任職未滿 1 學年者，給假日數依在職月數比例計算，不足 1 日者以 1 日計。 Leave entitlement for those who have served for less than one academic year is calculated in proportion to the number of months of employment, and less than one day shall count as one day. 得以「時」為單位請假，累計達 8 小時者，以 1 日計。 Leave can be taken in hours, and if the total number of hours reaches eight shall count as one day. 家庭照顧假之請假日數併入事假計算，合計超過規定日數者，按日扣除薪俸。 The number of days taken for family care leave shall be counted as personal leave, and if the total number of days exceeds the required days, the salary shall be deducted on a daily basis.
家庭照顧假 Family Care Leave	7	<p>因其家庭成員預防接種、發生嚴重之疾病或其他重大事故需親自照顧時，得請家庭照顧假，其請假日數併入事假計算。 Family care leave is for taking care family members due to vaccination, serious illness or other major incidents, and the number of days taken shall count as personal leave.</p>
病假 Sick Leave	28	<ol style="list-style-type: none"> 超過規定日數者，以事假抵銷，得以「時」為單位請假，累計達 8 小時者，以 1 日計。 If the number of days taken exceeds the required days, the leave shall be offset by personal leave. Leave can be taken in hours, and if the total number of hours reaches eight shall count as one day. 連續請病假 2 日以上，應檢具醫療機構證明書。 Those who apply for more than two consecutive days of sick leave shall provide a certificate issued by a medical institution. 患重大傷病非短期間所能治癒或因安胎經醫師診斷確有需要請假休養者，經校長核准得延長之；其延長時間自第一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，其延長病假得重新起算。倘尚未治癒，其合於退休資遣辦法者，應辦理退休或資遣；未合規定者，發給 3 個月薪給之醫藥補助，應即離職。 If a major injury or illness cannot be cured in a short period, or if a doctor diagnoses that it is necessary to take leaves for recuperation due to pregnancy, the leave may be extended with the approval of the President. The extended leave period counts from the first day of the first extended sick leave. The whole extended period shall not exceed one year within two years cumulatively. The extended sick leave can be re-counted for after cancellation and reinstatement for more than a year. If employees have not recovered, they shall be retired if they are eligible for retirement or redundancy. If not, they shall be given a medical allowance of three months' salary and discharged immediately. 留職停薪人員，應檢具醫療機構診斷證明書申請銷假或復職，安胎休養者，不在此限。 A medical certificate is required for staff to cancel leave without pay or apply for reinstatement (exempted for those on recuperation due to pregnancy). 延長病假者，依實際在校服務月份之比例計算年終獎金。 The year-end bonus for those who have taken extended sick leave is calculated based on the percentage of the actual months of service. 生理假逾 3 日之請假日數併入病假計算。 Menstrual leave over 3 days should be counted as sick leave.
生理假 Menstrual Leave	1 日/月 1 day per month	<ol style="list-style-type: none"> 女性人員因生理日致工作有困難者，得請生理假。 Female staff suffering from menstrual pain can take a day's leave. 每月得請 1 日，全年請假日數未逾 3 日，不併入病假計算，其餘日數併入病假計算。 Allow taking a day's leave each month. If the number of days taken exceeds three days a year, the remaining days shall count as sick leave.
婚假 Marriage Leave	14	<ol style="list-style-type: none"> 須檢具已辦理登記之戶籍謄本或戶口名簿影本申請。 Please submit the Household Registration Transcript or photocopy of the Household Certificate to apply for the marriage leave. 除因特殊事由經校長核准延後給假者外，應自結婚登記日前 10 日起 3 個月內請畢。 Marriage leaves shall be taken within three months from the 10th day before the date of marriage registration, except for those whose leaves are approved by the President to be taken later due to specific situations. 得分次申請，得以「時」為單位請假。 Leave can be taken in hours and in separate applications. 教師由他人代課之基本鐘點費由校方支付，超鐘點部分之代課鐘點費由教師自付。 The school shall pay the basic hourly pay to the substitute teacher, but the applicant shall bear the extra hourly pay.

產前假 Pre-maternity Leave		8	<p>1. 申請時須檢具醫療機構診斷書或孕婦健康手冊影本。 Please submit a certificate from a medical institution or a photocopy of the Maternal Health Booklet to apply for pre-maternity leave.</p> <p>2. 得以「時」為單位請假，不得保留至分娩後。 Leave can be taken in hours and shall be taken before delivery.</p> <p>3. 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，不限一次請畢，期間流產者，其流產假應扣除已請之娩假日數。 Maternity leave can be taken instead, if necessary, for a maximum of 21 days in separate times if the applicant has taken all the pre-maternity leave before delivery. If there is a miscarriage during this period, the miscarriage leave shall deduct the maternity leave taken.</p> <p>4. 教師由他人代課之基本鐘點費由校方支付，超鐘點部分之代課鐘點費由教師自付。 The school shall pay the basic hourly pay to the substitute teacher, but the applicant shall bear the extra hourly pay.</p>
娩假 (流產假) Maternity leave (Miscarriage leave)	正常分娩 Normal Delivery	42	<p>1. 須檢具醫療機構診斷書或出生證明書。 Please submit a birth certificate or a certificate from a medical institution.</p> <p>2. 以事實發生日起算，不含例假日，應一次請畢，且不得扣除寒暑假之日數。 Leaves shall be taken in one go starting from the day of occurrence, excluding regular holidays. Summer/winter vacations shall not be deducted.</p> <p>3. 教師由他人代課之基本鐘點費由校方支付，超鐘點部分之代課鐘點費由教師自付。 The school shall pay the basic hourly pay to the substitute teacher, but the applicant shall bear the extra hourly pay.</p>
	懷孕未滿 12 週流產者 Miscarriage in the first 12 weeks	14	
	懷孕 12 週以上未滿 20 週流產者 Miscarriage after 12 weeks and less than 20 weeks	21	
	懷孕滿 20 週以上流產者 Miscarriage after 20 weeks	42	
陪產檢及陪產假 Pregnancy Checkup Accompaniment and Paternity Leave		7	<p>1. 須檢具醫療機構診斷書或出生證明書。 Please submit a birth certificate or a certificate from a medical institution.</p> <p>2. 得分次申請，以「時」為單位請假。陪產檢之請假，應於配偶懷孕期間請畢；陪產之請假，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。 Leave can be taken in hours and in separate applications. Leave for accompanying a spouse for prenatal checkups shall be taken during the spouse's gestation period. Paternity leave shall be taken during a 15-day window (including regular holidays) before and after the day of delivery or miscarriage.</p> <p>3. 教師由他人代課之基本鐘點費由校方支付，超鐘點部分之代課鐘點費由教師自付。 The school shall pay the basic hourly pay to the substitute teacher, but the applicant shall bear the extra hourly pay.</p>
喪假 Funeral leave	父母、配偶死亡 Death of parent/spouse	15	<p>1. 應檢具訃聞或死亡證明書申請。 Please submit the obituary or the death certificate.</p> <p>2. 得分次申請，以「時」為單位請假，應於死亡之日起百日內請畢。 Leave can be taken in hours and in separate applications. It shall be taken within 100 days from the date of death.</p>
	繼父母、配偶之父母、子女死亡 Death of step parent/spouse's parent/child	10	
	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 Death of great grandparents/grandparents/spouse's grandparents/spouse's step-parents/siblings	5	
休假 Annual leave	滿 1 學年，第 2 學年起 After 1 academic year of service, from the 2 nd academic year	7	<p>1. 得以「時」為單位請假；寒暑假請假時間仍應依正常上班時間(8:00-17:00)申請。 Leave can be taken in hours. Leave applications during winter and summer vacations shall base on normal working hours (8:00-17:00).</p> <p>2. 初任人員於九月以後到職者，於次學年續任職時，得按到職當學年在職月數比例核給休假 (不足 1 日以 1 日計)。 Those who join after September shall be granted proportionate leaves in the next academic year when the school continues to employ them, according to months of service in the first academic year (less than one day shall count as one day). ※以學年方式(每年 8 月 1 日)起計核給。 Leaves are granted according to academic year (1 August each year).</p>
	滿 3 學年，第 4 學年起 After 3 academic years of service, from the 4 th academic year	14	
	滿 6 學年，第 7 學年起 After 6 academic years of service, from the 7 th academic year	21	

	滿 9 學年，第 10 學年起 After 9 academic years of service, from the 10 th academic year	28	
	滿 14 學年以上，第 15 學年起 After 14 academic years of service, from the 15 th academic year	30	
原住民族歲時祭儀放假日 http://www.apc.gov.tw/portal/docList.html?CID=0991B05985DBFF77 Indigenous Ceremonial Holiday		1	1. 具原住民族身分者，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。 Those having an indigenous identity may apply for leave during the annual festival days as announced by the Council of Indigenous People following the Regulations for the Implementation of Memorial Days and Festivals. 2. 應檢具證明其族別之戶籍資料證明文件。 Applicants shall submit documents proving their ethnicity and family registration.
公假 Business Leave			1. 應檢具核准公文等相關證明文件。 Applicants shall submit relevant documents such as official documents of approval. 2. 日數依實際需要核准，應於事前核准，非上班（課）日或假日亦同。 Applicants shall submit business leave application for approval in advance, and the number of days shall be approved according to actual needs, same for non-working/studying days or holidays. 3. 因公出差費用報支，另依本校「旅費報支要點」規定辦理。 Reimbursement of business travel expenses are administered per the university's Travel Expenses Guidelines.

附註 Note：

- 教職員請假應由本人事先申請，經核准後始得離開，但有急病或緊急事故，得由同事或親友代辦，或於事發當日知會主管，並於 3 日內補辦請假手續，逾時未辦者以曠職論。
 Faculty members shall apply for leave in advance by person and be allowed to leave only after approval. However, in case of urgent illness or emergency, a colleague or relative may act on behalf of the faculty member or notify the supervisor on the day of the incident, and complete the leave application within three days, or else deem absenteeism.
- 除具公假性質之出差均由校長核准外，請假 3 日內，由一級單位主管核准，超過 3 日，由一級單位主管覆核後，簽請校長核准；一級單位主管請假由校長核准。Other than business leave applications to be approved by the President, leave of absence within three days shall be approved by the Level 1 Unit In-Charge, and leave of absence of more than three days shall be reviewed by the Level 1 Unit In-Charge and then the President for approval. Leave applications of Level 1 Unit In-Charges shall be approved by the President.
- 依據：本校「教職員請假規則」。

This document is according to the Regulations of Leave Application for CYUT Staff.