

東海大學專任教師暑寒假期間出國或離校規則

1993/05/31 (第10次行政會議通過)

第一條

本校專任教師應遵守本校行事曆規定，在完成本學期應盡之一切責任後，得利用暑（寒）假期間從事出國、考察、旅遊等活動，假期結束後應即返校準備授課。

Full-time faculty at THU must adhere to the academic calendar. After fulfilling all responsibilities for the semester, they may travel abroad, conduct research, or engage in leisure activities during the summer and winter breaks. Faculty are required to return to campus after the break to prepare for the upcoming semester.

第二條

專任教師於暑（寒）假期間，如因上述原因必須離校在一週以上時，應向系、所主管報備，並預留連絡電話及地址。

If a faculty member needs to leave the campus for more than a week during the summer or winter break for the reasons mentioned above, they must inform their department or institute head, leaving behind contact information and an address.

第三條

兼有行政職務之專任教師，暑（寒）假期間應依規定到校上班。如因故必須出國或離校時，應覓妥業務代理人，並辦妥請假（休假）手續。請假超過一個月以上時，超過部份不予發給主管加給。

一、請假在二日以內者，由院（處、部）長核准。

二、請假在三（含）日以上者，經由院（處、部）長報請校長核准。前項請（休）假應以書面為之，其請假單於批准後，送人事室登記備查。

Full-time faculty with administrative duties are required to work on campus during the summer and winter breaks. If they need to travel abroad or leave campus for other reasons, they must arrange a substitute for their duties and complete the necessary leave procedures. If the leave exceeds one month, the portion beyond one month will not include additional pay for administrative duties.

1. For leaves of up to two days, approval is required from the head of the relevant department, office, or division.

2. For leaves exceeding three days, approval from the head of the relevant department, office, or division must be obtained, and then it must be submitted to the president for final approval. All leave requests must be documented in writing, and the approved leave form must be submitted to the Personnel Office for reference.

第四條

助教之暑（寒）假作息應比照職員有關規定辦理。

The schedule for teaching assistants during the summer and winter breaks shall follow the same regulations as those for other staff members.

第五條

本規則經行政會議通過後施行，修正時同。

The regulations and amendments herein shall be promulgated upon approval by the Administrative Affairs Meeting.