台大外文系教師留職停薪、休假研究注意要點

Guidelines for DFLL Faculty's Application for Leave of Absence without Pay and Sabbatical Leave

一、本系為處理教師留職停薪請假案及教師休假研究案特訂定本要點。

These guidelines were prepared to help the DFLL faculty apply for leave of absence without pay and sabbatical leave.

二、為避免影響教學，請假申請人**至遲須於一學期前向系方提出申請**，以配合本系聘雇兼任代課教師之作業時間：上學期（Fall Semester）請假者，至遲須於當年度一月一日前向系方提出申請；下學期（Spring Semester）請假者，至遲須於上一年度七月一日前向系方提出申請。

 Applications should be filed at least one semester prior to leave in order for the Department to arrange substitute teachers. Applications for leave in the Fall Semester should be filed before January 1st of that year; applications for leave in the Spring Semester should be filed before July 1st of the previous year.

三、本校休假研究案依照「國立臺灣大學教授休假研究辦法」於每年四月統一辦理，但申請八月一日休假者，至遲須於當年度一月一日前告知系方，以免造成本系排課困難。

 Applications for sabbatical leave are processed in April every year according to the "NTU Rules of Application for Sabbatical Leave." However, those who would like to take sabbatical leave from August 1st should inform the Department in the previous year.

四、各類請假案以一年為原則。如欲延展請假時間致使本系排課造成困難者，本系將不同意其延展申請。

The duration of either leave should not exceed one year in principle. The Department has the right to refuse an application for extension of leave if it raises difficulties in course arrangement.

五、合聘教師之留職停薪案須經雙方系所同意；休假研究案之申請亦須遵照本要點第三條之規定。

Jointly-appointed faculty applications for leave of absence without pay should be approved by both the major and minor Department/Institute; those faculty should also observe the third guideline as mentioned above when applying for sabbatical leave.

六、本要點如有未盡事宜，悉依院、校相關規定辦理。

If there are any matters not covered by these guidelines, they should be processed according to the relevant university and collegiate regulations.

七、本要點經系務會議通過後實施，修正時亦同。

These guidelines must be approved by the Departmental Affairs Committee.   Any revision to these guidelines will require the same approval procedure.