

## Requesting Leaves

### 1. General Regulations:

- i. Except for one-day personal leaves or menstruation leaves, all other leave requests should acquire the signature from one of the following parties: parent, class advisor, military training officer or department chairperson. Students can either turn in the leave request form to Student Advising Section in person or send it in through registered mail. Leave application should be made within 7 day after the day of absence. Over-due applications will not be taken.
- ii. For personal leaves, menstruation leaves and time conflict leaves, students can file an on-line application over the Internet. In case students click on the wrong reason for leave by mistake, they should make a correction within 2 weeks after submitting the on-line application.
- iii. If students fail to attend classes on time because of traffic or other unavoidable reasons, they should report to Student Advising Section on the same day and turn in related documents for leave application within 3 days. Once the application is approved, students will not be considered absent and no points will be deducted from their conduct grades.
- iv. No leave requests are allowed before or after any 3-day national holidays unless students have special reasons and provide appropriate documents.
- v. To request a leave continuation, please turn in related documents with the application within 7 days after the approval date.
- vi. For point deductions, please refer to item number 4 of Student Conduct Grades Grading Rules.

### 2. Leaves Authorization

- i. Personal, Sick, Marriage, Compassionate, and Maternity Leaves:
  - a. One-day personal leave: Please file an on-line leave application
  - b. One-day sick leave: approved by Section Chief of Student Advising Section (or Section Chief of Evening Class Administration Section, Section Chief of Taoyuan Academic Affairs Section).
  - c. 1-3 days: approved by Director of Academic Affairs Division (or Director of Taoyuan Administration Division).
  - d. Over 3 days: approved by the President.
- ii. Practicum Leaves: approved by department/graduate school chairperson.
- iii. Official and Examination Leaves: approved by the President.
- iv. Leaves for Attending Entrance Exams to Graduate Schools: approved by the President.

### 3. Filing a Leave Request

All leave applications, except for official leaves and compassionate leaves, will result in a non-perfect attendance record. On-line leave application can be used for requesting personal leave, sick leave, marriage leave, compassionate leave, and time conflict leave. Except for one-day personal leave, menstruation leave and time conflict leave, students need to turn in related documents to the Student Affairs Division for all other leave applications or all the applications are considered as personal leaves.

- i. Personal Leave: Students can file an application on-line or go to Student Advising Section. Cases of special events need to be reported on the same day or as soon as possible. For personal leave over one day, please turn in related document.
- ii. Sick Leave:
  - a. For sick leave within one day, students need to turn in hospital/clinic registration sheet, bill, or certificate of diagnosis (doctor's order of days for resting should be specified but it should be within three days). For sick leave over one day, students need to turn in certificate of diagnosis or certificate of hospitalization.
  - b. In cases when a student is hospitalized for treatment, s/he should provide a certificate of diagnosis and compose a report for the President's approval. Hospitalization leaves should be no longer than 42 days (including holidays). No points will be deducted from student's conduct grade but the student won't have a perfect attendance record.
- iii. Menstruation Leave: No documentation is needed. Female students can ask for menstruation leave once a month, one day at a time. No points will be deducted from student's conduct grade. Leave application can be filed on-line or at Student Advising Section.
- iv. Marriage Leave: It is considered as a personal leave. Students need to turn in their wedding invitations while filing a leave application. Marriage leave will not be approved if it falls on the day of mid-term or final exam.
- v. Compassionate Leave: It is considered as official leave. Compassionate leave can be up to 14 days (excluding holidays, within 100 days after the death of the person related, students can ask for either one long leave or several short leaves). It's limited to lineal relatives, spouse, lineal relatives of spouse, brothers and sisters. For filing a compassionate leave, please go to Student Advising Section, turn in the death certificate or obituary and specify how you are related.
- vi. Pregnancy, Childbirth, or Childrearing Leave will count as official leave. The student will not be awarded perfect attendance in the case of Childbirth

Leave, and students will be given 56 days of leave. Miscarriage Leave of 28 days is given for miscarriage when period of pregnancy is more than three months, and Miscarriage Leave of 14 days is given if pregnancy is less than three months. When applying for such leave, students must bring proof from the hospital or bring childbirth certificate to the Student Advising Section of the Student Affairs Division for approval.

- vii. Official Leave: The dispatching unit will compose a report for the President's approval and the result will be sent to Student Advising Section for further processing.
- viii. Practicum Leave: Each department will provide related documents and they will be sent to Student Advising Section for further processing after the leave application is approved.
- ix. Examination Leave: Students can only request for examination leave in the mid-term and final exam week.
  - a. During the exam week, no personal leave application will be approved. If students won't be able to take the exam because of official, sick, hospitalization, compassionate or maternity leave, or special events or accidents, they should turn in related documents and compose a report. For sick leave, students are required to turn in the doctor's certificate stamped with the chop of the hospital to Student Advising Section for approval within two days after the exam. It is only valid after a report is composed and approved by the President.
  - b. If students want to take the exam after their examination leave application is approved, they should withdraw the application before taking the exams. Otherwise, their grades won't count.
- x. Leaves for Attending Entrance Exams to Graduate Schools or National Examinations: Official leave will be granted for students who take national exams held by the government or entrance exams to graduate schools. For leave application, please turn in related documents.
- xi. Leave for Training: For students who are selected by private or public institutes and are required to attend training sessions, please turn in related documents for official leave application. The total days of leave should be no longer than two.
- xii. If there is any false or dishonest act in student's request for leaves, the documents turned in or signatures of the persons in charge, other than marking the student as having an unexcused absence, s/he will also be punished for such conduct.
- xiii. If there is a time conflict between a departmental transfer exam and a regular

class, student can request for an official leave after getting the approval Academic Affairs Section and the department administering the exam. Leave application should be turned in to Student Advising Section.

- xiv. Special Accident Leave: If approval of Integrated Student Counseling Committee Meeting is granted, or in cases where traffic or other unavoidable circumstances prevent the student from not getting to school on time, absences will not be recorded and points will not be deducted. The student will not be awarded perfect attendance.

#### 4. Administrative Management

- i. The operating procedure of an on-line leave application is that the information is first read and checked by the computer system. Then, it will list the total days/hours of absence and student's conduct grade. After that, it will be stored for future inquiry.
  - ii. Two copies of the list of students who have more than 20 hours of absence per week will be printed out by Student Advising Section every week. One copy will be sent to each class advisor. The other will be filed.
  - iii. Complete Report of Total Absences: At the end of the semester, Student Advising Section will print out the students' conduct grades for the semester and the list of students who have perfect attendance records.
  - iv. List of Students whose Conduct Grades are below 80: Student Advising Section will print out three copies of the list every week. One will be sent to the Military Training Office, one to each class advisor, and one to be filed, hoping to help advising and improving the situation.
5. This regulation has been approved by the University Affairs Committee. It is published and enforced with the permission of the President.