

## National University of Kaohsiung Student Time Leave Filing Measure

Promulgated before the 4<sup>th</sup> administrative meeting held on September 5, 2000

Amended and motioned through before the 15<sup>th</sup> student affairs meeting held on January 7, 2008

- I. Student Time Leave Measure is averred in order to counsel the students for diligence on academic performance and averting from the debase of it.
- II. The school student's time leave is to be implemented per the measure.
  - i. Fill in and print the application form with the specific date marked on it, and send the form to the instructor or the Departmental Chair for the first verification. In accordance with the fourth article, the form should return to the Student Life Division for registration; otherwise, it is invalidated.
  - ii. General and official leave must be filed in advance. No compensation is made afterward. A student, when unable to apply beforehand due to the incident or other occasions, should make up with the verified proof within 5 days.
  - iii. The date of delivery determines approval of the postal document from an applicant for a leave of absence.
  - iv. The student, when caught in providing the forged file for a time leave as per stipulated, is to be deemed as absenteeism, and taken to Student Commendation and Punishment Measure.
- III. The following are seven types of the student's time leave:
  - i. Personal Leave

A student, when unable to attend the classes and is in need of filing for a personal leave amid critical incidents, is to file for a time leave first with the teaching instructor; if a time leave exceeds 3 days or longer, the student is to present a parents' explanation certificate or other proof of documentation to file for a time leave with the teaching instructor, and also subject to the department (school) dean's approval.
  - ii. Sick Leave

A student, when unable to attend the classes and is in need of filing for a sick leave due to illness, is to first file for a time leave with the teaching instructor in advance; when a time leave exceed 3 days or longer, is to present a certificate issued by a national health insurance administration-affiliated hospital or clinic to apply for the time leave with the teaching instructor, and also subject to the department (school)

dean's approval. The student, when failing to apply due to serious illness, is permitted to compensate with the verification of discharge.

iii. Official Leave

- Having been nominated and selected to participate in international events, and with valid proof of documentation issued by a government agency or a relevant organization.
- Having been nominated and selected to represent the school to participate in interschool event, and with valid proof of documentation issued by a relevant organization.
- Having been nominated and selected by the school to service in official duties, and with valid proof of documentation issued by a unit head above the dean level.
- Participation in national or certification exams with proof of documentation issued by the organizer, and approved by the administrative dean.

iv. Absence from the Examination Period

- Those who are unable to partake the final examination due to acute illness or natal delivery are to submit the emergency care or natal delivery certificate issued by a national health insurance administration-affiliated hospital or clinic to file for the time leave formalities.
- Those who are unable to partake the final examination due to the funeral of spouse, direct blood relative, direct relative by marriage, sibling or cohabitating family member heeding to the purpose of permanent cohabitation are to submit proof of documentation to file for and complete the time leave formalities.

The foresaid time leave is to be filed within a five-day period starting from the following day of the end of final examinations specified in the school calendar; when in need of filing for a time leave exceeding the deadline due to extraordinary reasons, the teaching instructor and the department dean are kindly asked to state the reason to approve the leave separately.

The foresaid time leave is to be approved by the teaching instructor, department (school) dean first and then filing for a time leave with the student counseling division, or the school of social science, or medical school's school administration branch office.

v. Physical Leave

A student, when having menstruation or physical illness, apply once without exceeding two days in a month, or it is seen as a sick leave.

vi. Maternity Leave

- A student, when unable to attend classes and is in need of filing for maternity leave due to natal delivery, is to present a certificate issued by national health insurance administration-affiliated hospital or clinic to file for a time leave with the department

(school) dean within a week. The absence is not included in the student's moral conduct.

- Of a time leave filed per stipulations in the preceding article, eight days of prenatal delivery leave prior to the natal delivery may be taken by increment, but may not be retained after the natal delivery; upon the natal delivery, six weeks of maternity leave is provided.
- Miscarriage after 5-month pregnancy for six weeks of leave; 3 to 5 months three weeks; less than 3 months two weeks.

vii. Paternity Leave

- Two days separately for a paternity leave, and apply after natal delivery within three days.

IV. Authorisation

The student, who meets one of the following circumstances, may file for a time leave with the teaching instructor as an official leave in advance, and of time leave period exceeding 3 days or longer, it is subjected to the department (school) dean's approval; of a time leave period exceeding 15 days or longer, it is subject to the approval of the student administration director.

V. No compensation is approved once the truancy list is announced.

VI. The absence leave cannot exceed one third of the time of the semester, or the applicant suspends from the school. Suspense and refund are according to the ordinances.

VII. The measure, upon motioned through before the administrative meeting, is to be implemented effective on the announcement date.