

NATIONAL YUNLIN UNIVERSITY of SCIENCE and TECHNOLOGY

Regulations Governing Student Leave Requests

August 6, 1991, Passed by the 2nd Administrative Meeting

March 7, 2006, Passed by the 9th Administrative Meeting

November 14, 2006, Passed by the 3rd Administrative Meeting

October 16, 2007, Passed by the 2nd Administrative Meeting

June 2, 2009, Amended and Passed by the 2nd Students Affairs Meeting

May 17, 2011, Amended and Passed by the 1st Students Affairs Meeting

June 12, 2014, Amended and Passed by the 2nd Students Affairs Meeting for Academic Year 2013

June 14, 2016, Amended and Passed by the 2nd Students Affairs Meeting for Academic Year 2015

December 20, 2016, Amended and Passed by the 1st Students Affairs Meeting for Academic Year 2016

December 25, 2017, Amended and Passed by the 1st Students Affairs Meeting for Academic Year 2017

1. Students who are unable to attend school for registration, classes, examinations, or assembly activities due to certain reasons shall request leave in accordance with these Regulations, and shall report the need for leave to the instructor(s) in advance.
2. The authority and responsibility for approving student leave are as follows:
 - (1) A student shall request a leave less than three days (inclusive) through the leave system directly. The responsible personnel shall approve it in the system and check the certificate submitted accordingly. The system shall notify the course instructor, academic advisor, department officer (campus security personnel), and director of the department of the leave.
 - (2) If requesting a leave for more than three days, the student shall register in the leave system first and then provide the academic advisor, the department officer (campus security personnel) or the director of the department with a certificate for approval. The system shall notify the course instructor, academic advisor, department officer (campus security personnel), and director of the department of the leave.
3. Students should complete the leave application within the specified period in the leave system.
 - (1) sick leave or menstrual leave within 14 days (inclusive): apply within 2 days
 - (2) sick leave or hospitalization due to injury or disease exceeding 14 days: apply within 7 days
 - (3) maternity leave, paternity leave, miscarriage leave, bereavement leave: apply within 7 days
 - (4) personal leave: apply in advance on the same day (inclusive)
 - (5) official leave: apply in advance; a leave-requesting procedure afterwards is not allowed unless for special circumstances and it should be completed within 7 days after the event.
4. After students complete the leave application process in the leave system, they shall upload a soft copy of the certificate to the system and submit a hard copy of the certificate to the Student

Assistance Division for reference within 3 days. The leave cancellation process is required when a leave request is made and approved.

5. Related proof documents are described as follows:

- (1) sick leave: students shall provide a certificate issued by a hospital or clinic, or **request personal leave when they do not see a doctor, except for menstrual leave in accordance with Paragraph 3.** However, a serious illness diagnosis certificate from a "public or regional (inclusive) hospital" is required during the registration and examination period.
- (2) hospitalization due to injury or illness: students shall provide a diagnosis certificate from a "public or regional (inclusive) hospital." After discharge, students may extend the leave period according to the instruction recommended in the diagnosis report. If not specified, it shall be handled in accordance with the sick leave regulations.
- (3) menstruation leave: female students can apply for one-day leave every month without providing a certificate. From the second day of the same month, it shall be handled in accordance with the sick leave regulations.
- (4) **personal leave: Valid proof documents are required. The reasons should be limited to personal injury or illness, family emergencies, marriage or death of the student's or his/her spouse's relatives within four degrees of kinship, or other major special circumstances.**
- (5) official leave: for official leave, students shall present relevant proof certificates and get the approval from the dispatching unit. When official leave is for a project or with an experimental nature, students shall state the project name, reason, and location without showing proof. When students participate in tests, appraisals, competitions, exams, military physical examinations, and drawing of lots, etc. organized by the government, they shall submit relevant proof documents. For students with indigenous identity, they shall provide a household registration certificate or proof documents issued by government agencies to attend their tribal ceremonies. When students are required to be quarantined due to a statutory infectious disease recognized by health authorities at all levels, they shall provide relevant proof documents.
- (6) bereavement leave: proof documents are required for the funerals of the students' or their spouses' direct relatives or siblings. The bereavement leave for the funerals of the students' parents or their spouses is 15 days, and that for other relatives is 5 days. Requests for bereavement leave can be made separately, but shall be completed within 100 days from the date of death.
- (7) maternity leave, paternity leave, miscarriage leave: proof certificates from medical institutions are required.

6. maternity leave requests: students may request for 8 days of prenatal leave before childbirth, and 42 days of postnatal leave after childbirth. For the delivery of students' spouses, they may

apply for 3 days of paternity leave, which can be made separately. However, such leave shall be completed within 3 days before and after the spouse's childbirth, and can be postponed during the holidays. If a miscarriage happens after being pregnant for more than 5 months, students can request for 42 days of miscarriage leave, 21 days of miscarriage leave for pregnancy over 3 months but less than 5 months, and 14 days of miscarriage leave for pregnancy less than 3 months.

7. The standard for deducting conduct scores for leave or absence of students is handled in accordance with the "Student Conduct Score Evaluation Regulations." Students who do not apply for leave in accordance with these Regulations or who are absent without approval shall be considered as truancy. Official leave, bereavement leave, menstrual leave, maternity leave, and paternity leave that have been approved are not included in the absence calculation.
8. Other precautions:
 - (1) leave during exams: as the grades of the subject or the matters concerning makeup exams are involved, the approval of the course instructor shall be obtained first.
 - (2) leave during registration: it shall be handled in accordance with the "Registration and Registration Leave Implementation Guidelines" of NYUST, and approved by the Office of Academic Affairs.
9. These Regulations shall be implemented after being passed by the Student Affairs Meeting and approved by the President, and the same applies to amendments.