

A. Purpose

For students who are unable to attend classes or unable to attend the assembly due to any reason, they must follow the particular rules for the leave application, which is the main reason for this regulation.

B. Objects

Students of Chang Gung University ◦

C. Leave category

It is divided into **nine different types** of leave: Personal leave, sick leave, official business leave, funeral leave, marital leave, maternity leave, parental leave, ceremonial leave, and **menstrual leave**. Conduct mark will *be deducted* due to the personal leave and sick leave according to the assessment method of student performance. The documents required for various types of leave are as follows:

I. Personal Leave:

A letter from the parent or guardian or other sufficient documents is necessary for more than one day.

II. Sick leave:

- i. Relevant supporting documents such as medical receipts must be attached within one day.
- ii. The certificate issued by the health insurance special hospital or clinic shall be attached for the leave application for two days or more.
- iii. Students who apply for the leave due to pregnancy issues may be required to present a doctor's certificate to apply for leave; their absence will not cause the conduct mark to be deducted.

III. Official Business Leave:

Official business leave should be approved without interfering with students' coursework.

- i. On behalf of the country, students participate in international activities. Relevant documents, such as approved official documents, shall be attached.
- ii. Relevant departments shall issue supporting documents for the students who are selected by the school to participate in

- off-campus activities or competitions.
- iii. The authority of the selected department shall issue the certification documents for the students who are designated by the school for public service activities.
 - iv. For military service matters, the department of military service shall issue the supporting documents.

IV. Funeral leave :

Students can apply for seven days of funeral leave at most, with the death certificate or obituary of the immediate family member of the student or his or her spouse or the student's siblings.

V. Marital leave:

Students can apply for seven days of marital leave at most, with the student's own wedding invitation card/letter, or other supportive documents about the wedding for reference.

VI. Maternity leave:

The doctor certificate of the student's birth-giving can be used to apply for maternity leave for a thirty days at most.

VII. Parental leave:

Students may take leave of absence for baby-nurturing or related care.

VIII. Ceremonial leave:

- i. Students with the status of an aboriginal person may apply for ceremonial leave for Taiwan Indigenous People's Ceremony (the annual holiday date shall be handled according to the date of the announcement of the Autonomous National Committee of the Executive Yuan).
- ii. When aboriginal students apply for a ceremonial leave for the Taiwan Indigenous People's Ceremony, they must submit a certificate of household registration, a household register or a document issued by a government department (such as a certificate issued by the village office).

IX. Menstrual Leave:

Students with difficulties in attending school due to menstruation will be entitled to menstrual leave once a month, which requires no supportive document.

D. Regulation of applying for a leave

- I. Students must apply for leave by using the school online network system for leave application. Whatever the number of leave days students apply, students have to complete the online registration within two days (excluding holiday), with supporting documents attached. All processes should be based on the rules of Article E “Level of Authority”.
 - i. General period: Students should seek the homeroom teacher, department head and the Student Guidance Section for leave application.
 - ii. Registration and examination period: After applying to the Academic Affairs Office for approval, the formalities for leave-taking shall be handled according to the Article E “Level of Authority”.
- II. **The student's leave request should be completed within seven days from the date of filling out the application form (excluding holidays). If it is a force majeure factor, it should be completed within seven days of returning to school (excluding holidays).**
- III. If students need to renew their leave, they should follow the rules of Article D (I) for the leave-renewal application. If applications are submitted in writing, the date of application would be based on the postmark. If students return to school early during the holiday, they must go through the cancellation of leave for calculating the deduction of conduct mark for the actual days off.
- IV. For students whose leave application is disapproved will be marked as “absent” from the class.
- V. Students must not perform any illegal actions, or apply for leave with fake reasons. Otherwise, they will be punished according to the “Student Awards and Punishment Measures”.
- VI. The Student Guidance Section should handle the intern’s leave after gaining permission of the internship department.
- VII. If the leave exceeds one-third of the number of teaching hours (days) of the semester, the Student Guidance Section should report to the Reward and Punishment Committee and force the student to take a leave of absence.

VIII. The leave's conduct mark deduction criteria will be based on the “Student Performance Assessment Method”.

E. Authority to assess and approve leave

- I. The leave application for one or two days will be assessed and approved by the homeroom teacher.
- II. The leave application for three days will be assessed and approved by the homeroom teacher, department head, department counselor (school security staff) and team leader of the Student Guidance Section.
- III. The leave application for four to six days will be assessed and approved by the homeroom teacher, department head, department counselor (school security staff), team leader of the Student Guidance Section and dean of the Office of Student Affairs.
- IV. The leave application for seven days or above will be assessed and approved by the homeroom teacher, department head, department counselor (school security staff), team leader of the Student Guidance Section, dean of the Office of Student Affairs and the president.
- V. Off-campus internship leave will be handled according to the regulations of each internship department.

F. Implementation and revision

This set of regulations takes effect on the date of its publication after being passed in the Student Affairs meeting and approved by the Chang Gung University President. The same procedure applies to any later amendments made.