

## **TKU Regulations Regarding Leave for Students**

Secretariat Regulation No. 1030000051 (11/05/2014)

### **Article 1**

Students applying for leave should do so in accordance with these regulations.

### **Article 2**

Students who for some reason are unable to attend class or participate in compulsory TKU gatherings should apply for leave in accordance with related regulations. There are nine categories of leave: official leave (for work purposes), personal leave, sick leave, bereavement leave, maternity leave, Miscarriage Leave, paternity leave, menstrual leave, and seasonal festival leave (for aboriginal people).

### **Article 3**

To apply for leave, students must fill in a leave (application) form on the website of the TKU Guidance Section, Office of Student Affairs. They should print out the completed form and carry out the leave application procedures in accordance with related regulations. Then, within five days of the scheduled leave, they must hand in the approved leave application form to each of their course instructors for future reference. (Not including regular holidays)

1. Regulations for applying for each category of leave are outlined below:
  - a) Official leave (for work purposes): must first be applied for by submitting related documentary proof or signed approval from the department / office concerned.
  - b) Personal leave: requires application in advance. Those who apply for two days or more of personal leave must submit documents of proof, such as proof of parenthood, legal guardianship, or other such legally valid documents. Applicants will receive one week of personal leave for marriage.
  - c) Sick leave: those who apply for two or more days of sick leave must submit a TKU doctor's certificate or a certificate of diagnosis from an NHI-participating hospital or clinic.
  - d) Bereavement leave: students will receive bereavement leave of 7 days for the death of either a parent(s) or a child / children; 3 days for the death of a brother or sister. When applying, the applicant must submit documentary proof of relation to the deceased or other related documents and, within 60 days of the date on which the family member(s) died, may apply to take portions of the leave on separate occasions. If there is a need to extend the period of leave

or the death is not in the immediate family, the student must instead use Personal Leave.

- e) Maternity leave: the applicant must submit certified proof of childbirth at a hospital or a birth certificate. After childbirth, 42 days of leave are granted. The leave should be completed at one time. (Not including regular holidays)
  - f) Miscarriage Leave: the applicant must submit the leave application along with certified proof from a hospital or clinic. If the pregnancy was less than 8 weeks, the applicant can apply for 5 days of leave. If the pregnancy was 8 weeks but less than 12 weeks, the applicant can apply for 7 days of leave. If the pregnancy was 12 weeks or more, the applicant t can apply for 28 days of leave. (Not including regular holidays)
  - g) Paternity leave: applicants must submit certified proof of their spouse's childbirth that shows they are related by marriage. Three days leave is allocated, and must be taken in portions (not in one go). Moreover, the full three days of leave must be taken within three days of the childbirth (either prior to or after or both).
  - h) Menstrual leave: Female students who have difficulty attending school due to their menstrual cycle, can each month take 1 day of menstrual leave.
  - i) Seasonal festival leave (for aboriginal people): one day of leave may be taken for each seasonal festival celebrated by the applicant's native tribe, as announced by the Council of Indigenous Peoples, Executive Yuan. Applicants must submit a household certificate transcript, a household certificate, or documentary proof provided by a related government body.
2. Excepting unavoidable circumstances, the person applying for leave must not appoint others to handle the application on their behalf. Apart from official leave (for work purposes) and personal leave – which should be applied for prior to taking leave – for other forms of leave, like accidents, etc., that can not be foreseen, the applicant must within 5 days of the day after the leave of absence has finished go online to the Application for Leave of Absence System to register and print out a form and append documents of proof in accordance with responsibilities of permission, and complete all leave of application procedures. (Not including regular holidays)
3. The departments / offices responsible for authorizing applications for leave are outlined below:
- a) Leave of one day or less: personal or sick leave applications should be submitted to the TKU Guidance Section. Applications for all other forms of leave should be sent to the military instructors in the applicant's department

for approval (students at the Lanyang Campus must submit the application to their class instructor, counselor, or military instructors in their department).

- b) Leave of two to three days: must be authorized by military instructors from the applicant's department (or, at the Lanyang Campus, either by the department chair or department military instructors).
- c) Leave of four to five days: requires signed permission from department military instructors and approval by the Section Chief of the TKU Guidance Section (at the Lanyang Campus, it requires the approval of the department chair or college-level military instructors).
- d) Leave of six to 14 days: requires signed permission from department military instructors, counselors (or department chairs if the counselor is on leave), and the Section Chief of the TKU Guidance Section; as well as approval from the Dean of Student Affairs (at Lanyang Campus, it requires the approval of the college dean).
- e) Leave of over 15 days: requires, firstly, the signed permission of department military instructors, counselors, department chairs, the Section Chief of the TKU Guidance Section, and the Dean of Student Affairs; and then approval from the Vice President of Administrative Affairs (at the Lanyang Campus, it requires the approval of the Lanyang Campus Provost).
- f) After gaining the required approval, the application forms (from the Tamsui and Taipei Campuses) should be sent to the TKU Guidance Section and stamped with a seal of authorization. Applications from the Lanyang Campus should be sent to the Joint Administrative Office.

#### **Article 4**

If, during examinations, students need to take leave due to circumstances listed below, they must submit related documents of proof – as stipulated below – and lodge the application for leave no longer than three days after the examination (the stamp on the application form will serve as proof of the date of application). Applicants need to first gain permission from the course instructor (or from the chair of the hiring department if the instructor is a part-time teacher or is a full-time teacher on leave), a department military instructor, the Section Chief of the TKU Guidance Section, and the Office of Academic Affairs. After doing so, they must then gain the approval of the Dean of Student Affairs. If applicants do not lodge their application within the given time constraints, they will not be allowed to take a make-up test. During the make-up test, students are not permitted to apply again for leave.

1. Sick leave: Students who are unable to attend examinations due to illness must

submit a certificate of diagnosis from an NHI-participating hospital or clinic that is officially sealed and stamped by the hospital director.

2. Bereavement leave: If the deceased person is the applicant's mother, father, son, or daughter, documentary proof of death is required.
3. Maternity leave: Applicants must submit documentary proof of childbirth or a birth certificate.
4. Miscarriage leave: The application must include a hospital or clinic diagnosis certificate.
5. Paternity leave: Applicants must complete their allocated leave within three days of the date of their spouse giving birth (in the three days before, after, or both). They must also submit certified proof of their spouses childbirth, which shows that they are related by marriage.
6. Menstrual leave: The application does not require any appended document of proof.
7. Personal leave: Students who are unable to partake in examinations for a legitimate reason must submit a written report and related documentary proof.
8. Students who have already taken the examination are not permitted to apply for leave, unless they experienced severe symptoms of their illness during the test and obtained documentary proof from the school clinic. In any other cases, leave application will not be granted.

#### **Article 5**

If there is any fraudulent or forged information submitted with the leave application form or documents of proof, the missed classes will be viewed as truancy and, based on the severity of the situation, punishment will be determined in accordance with the *TKU Regulations on Student Rewards and Sanctions*.

#### **Article 6**

Those who miss class without first applying for leave will be viewed as having truanting class and will be dealt with in accordance with Article 38 of the *TKU Study Regulations*.

**Article 7**

This set of regulations will take effect on the date of its publication after being passed in a student affairs meeting and approved by the TKU President. The same applies to any later amendments made.