

國立中興大學學生請假規則

NCHU Student Leave Request Regulations

96年6月15日學生事務會議修正
Amended by students affairs meeting dated June 15, 2007
97年3月20日學生事務會議修正
Amended by students affairs meeting dated March 20, 2008
98年6月15日學生事務會議修正
Amended by students affairs meeting dated June 15, 2009
100年6月10日學生事務會議修正
Amended by students affairs meeting dated June 10, 2011
102年3月12日學生事務會議修正
Amended by students affairs meeting dated March 12, 2013
103年3月24日學生事務會議修正
Amended by students affairs meeting dated March 24, 2014
104年3月18日學生事務會議修正
Amended by students affairs meeting dated March 18, 2015
104年10月23日學生事務會議修正
Amended by students affairs meeting dated Oct. 23, 2015

第一條 本校學生請假，除另有規定外，依本規則辦理。

Article 1 All National Chung Hsing University (NCHU) students requesting for leave should abide by the regulations unless there are some other regulations as prescribed.

第二條 學生請假依事故原因分為事假、病假、生理假、公假、產前假、娩假、流產假、陪產假、喪假及原住民族歲時祭儀假十種，請假須持有證明文件，其規定如下：

Article 2 Students leave can be categorized into ten types, including personal leave, sick leave, menstrual leave, official leave, pre-maternity leave, maternity leave, miscarriage leave, paternity leave, bereavement leave, and ritual festival leave for indigenous people. The following documents are required for requesting the leave:

一、事假：於事前以家長、監護人函件或其他證明文件辦理，除突發重大事故者，不得事後補請。

1. Personal Leave:

Students shall request for a personal leave in advance with a signed consent by parents or guardian or other identifiable documents. Except for urgent or serious accidents, requesting a personal leave after the event will not be accepted.

二、病假：一日以內，以健保醫療院所看病收據證明，超過一日者，健保醫療院所診斷證明書，並於病假結束後二日內辦理請假手續。

2. Sick Leave:

Students who request a sick leave within one day shall submit receipt issued by the hospital or clinic contracted by the Bureau of National Health Insurance. If the sick leave is over one day, a diagnosis

certificate issued by the hospital or clinic is required. The leave request procedure should be completed within 2 days, as of the day following the last day of the leave

三、生理假：女性學生因生理日致就學有困難者，每月得請生理假一日，無需出示證明。

3. Menstrual Leave:

Menstrual leave can be granted for 1 day per month to female students who are especially difficult to take courses during menstrual periods. No document is required.

四、公假：

4. Official Leave

(一) 師長證明：本校各單位師長，指派學生辦理公務時，應由系主任、室主任、組長以上主管簽章出具證明。

(1) Students who are chosen to engage in official business shall submit relevant documents issued by the unit head

(二) 有關兵役事項，有兵役單位出具證明文件者。

(2) Students who are involved in military services shall submit the certificates issued by the military service unit.

(三) 經選派代表學校參加校內或校外活動，有相關單位出具證明文件者。

(3) Students who are chosen to represent the University in- or off-campus activities shall submit the documents issued by the relevant units.

(四) 各系所因課程需要舉辦之教學活動，經系主任（所長或學程主任）同意者。

(4) Due to attending the teaching activities organized by the departments/institutes to meet the need for courses, students shall submit the document approved by the head of the department, the institute or the program.

(五) 基於法定義務出席作證、答辯，有相關單位出具證明文件者。

(5) Students who are obligated to testify or refute shall submit the certificates issued by the relevant unit.

(六) 參加政府機關依法主辦之考試、訓練或其辦理之活動，有相關證明文件者。

(6) Students who take the examinations or training programs organized by the government pursuant to laws shall submit the related certificates.

(七) 其他依法規定應給公假者。

(7) Other official leave should be granted pursuant to laws.

五、產前假、娩假、流產假、陪產假：

5. Pre-maternity leave, maternity leave, miscarriage leave, and paternity leave:

- (一) 懷孕者須檢附懷孕證明書，分娩者須檢附生產證明書，流產者須檢附流產證明書，哺育三足歲以下幼兒須檢附戶籍謄本，申請延長修業年限（懷孕、分娩、流產及哺育三足歲以下幼兒期間不併算一般休學年限）。

Applying for postponing years of study, students who are pregnant must submit the pregnancy proof, students who deliver a baby must submit the birth certificate, students who have a miscarriage must submit the medical document, and students who need to nurse child under the age of three must submit the household registration transcript. (The period for pregnancy, childbirth, miscarriage, and nursing of a child under age of three shall not be counted into the period of general suspension.)

- (二) 產前假、娩假：分娩前給產前假八日，得分次申請，不得保留至分娩後；於分娩後，給娩假四十二日（不含例假日），應一次請畢。

(2) Pre-maternity leave and maternity leave:

Before delivery, pre-maternity leave can be granted for 8 days and taken separately, but is unable to be taken after delivery. The maternity leave shall be granted for 42 days and should be taken at one time (The weekends and holidays are not included)

- (三) 流產假：妊娠滿五個月以上流產者，給流產假四十二日；妊娠三個月以上未滿五個月流產者，給流產假二十一日；妊娠未滿三個月流產者，給流產假十四日（以上均不含例假日），應一次請畢。

(3) Miscarriage Leave:

For pregnancy over 5 months, and having a miscarriage, 42 days of miscarriage leave are granted. For pregnancy over 3 months and less than 5 months, and having a miscarriage, 21 days of miscarriage leave are granted. For pregnancy less than 3 months, and having a miscarriage, 14 days of miscarriage leave are granted. (The weekends and holidays are not included for the leave). The miscarriage leave should be taken at one time.

- (四) 陪產假：因配偶分娩者，給陪產假三日，得分次申請。但應於配偶分娩日前後三日內請畢，例假日順延之。

(4) Paternity Leave:

Due to the maternity of the spouse, 3 days are granted for paternity leave, and it can be taken separately before or after delivery within 3 days of the childbirth. However, if there is an official holiday or weekend within 3 days of the childbirth, the leave may be extended.

六、喪假：因直系親屬及配偶之喪葬者，檢附訃文或死亡證明，給喪假五日，得分次申請，但應於死亡之日起百日內請畢。

6. Bereavement leave:

For the pass away of the lineal relatives or the spouse, students who submit the obituary or death certificate for the bereavement leave shall be granted for 5 days and can be taken separately, but need to be completed within 100 days of the pass away of the lineal relatives or the spouse.

七、原住民族歲時祭儀假：具原住民族身份之學生，遇歲時祭儀時，依「紀念日及節日實施辦法」得申請放假一日。申請放假時，需提出戶籍謄本、戶口名簿或政府機關所開具證明原住民族別之文件。

7. Ritual and Festival Leave for Indigenous People

Aboriginal students can request one day leave when they need to participate in rituals and festivals according to the “Regulations for Memorial Days and Holidays.” Household certificate, Household certificate transcript, or government-issued aboriginal tribe certificate must be submitted for making the request.

第三條 在正式上課時間內，不得因課外活動申請公假，但代表本校參加校外活動者不在此限。

Article 3 No official leave can be requested for the reason of extracurricular activities during class hours, except for participating off-campus activities on behalf of NCHU.

第四條 學生請假依下列規定辦理：

- 一、請假必須親自辦理，非因重病或重大事故，不得請人代辦。
- 二、除因急病或突發重大事故者得於七日內（含當天，不含非上班日）補辦請假手續外，所有請假均須事先辦理：請假未經核准，概以未行請假論。

Article 4 Students who request for leave should follow the rules below.

1. Make the request in person except for severe illness or serious accidents.
2. Requests for leave must be made in advance. In the case of severe illness or urgent and serious accidents, students shall complete an application for leave within 7 days afterward (day of the leave is included, but the weekend and holidays are excluded).

第五條 准假權責依請假日數，規定如下：

- 一、一至二日：由授課教師核定。惟大一週會須經系教官核定；全校運動會由導師核定。
- 二、三至五日：由授課教師、導師核定。
- 三、六至十五日：由授課教師、導師、系所主管核定。
- 四、十六(含)日以上：由授課教師、導師、系所主管、學務長、教務長核定。創新產業推廣學院學生由創新產業推廣學院院長核定。

Article 5 Student leave must be approved by the persons as follows.

1. Leave of 1~2 days: approved by the course instructor. Leave for Freshmen Assembly must be approved by the department military training instructor. Leave for school sports day must be approved by the advisor.
2. Leave of 3~5 days: approved by the course instructor and advisor.
3. Leave of 6~15 days: approved by the course instructor, advisor and head of the department or institute.
4. Leave of more than 16 days: approved by the course instructor, advisor, head of department or institute, dean of student affairs, and dean of academic affairs. Students of School of Innovation and Industry Liaison should get the approval of the school dean.

第六條 本規則經學生事務會議通過後，送請校長核定施行，修正時亦同。

Article 6 The regulations shall be implemented after being approved by the Student Affairs Meeting and authorized by the President. Any amendments shall be processed accordingly.