

## National Chung Hsing University Student Leave Request Regulations

Amended by students affairs meeting dated June 15, 2007  
Amended by students affairs meeting dated March 20, 2008  
Amended by students affairs meeting dated June 15, 2009  
Amended by students affairs meeting dated June 10, 2011  
Amended by students affairs meeting dated March 12, 2013  
Amended by students affairs meeting dated March 24, 2014  
Amended by students affairs meeting dated March 18, 2015  
Amended by students affairs meeting dated Oct. 23, 2015  
Amended by students affairs meeting dated Oct. 28, 2016  
Amended by students affairs meeting dated Nov. 24, 2023

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.

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

1. Personal Leave:

Students must submit relevant supporting documents in advance (minors must attach a letter from parents or guardians or other sufficient proof). Except for cases of sudden and significant incidents, applications submitted afterward will not be accepted.

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

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.

4. Official Leave

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

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

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

(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.
- (5) Students who are obligated to testify or refute shall submit the certificates issued by the relevant unit.
  - (6) Students who take the examinations or training programs organized by the government pursuant to laws shall submit the related certificates.
  - (7) Other official leave should be granted pursuant to laws.
5. Pre-maternity leave, maternity leave, miscarriage leave, and paternity leave:
- (1) 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.)
  - (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)
  - (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.
  - (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.
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.

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.

8. Mental Health Leave

Students facing difficulties in their studies due to mental health issues may apply for mental health leave. The limit is three days per semester, and no supporting documents are required. Leave is not permitted during important mid-term and final exams.

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.

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).

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.

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.

# National Chung Hsing University Student Leave Request Form

Request Date: M \_\_\_\_\_ D \_\_\_\_\_, Y \_\_\_\_\_

Department		Duration of Leave	From M _____ D _____, Y _____ To M _____ D _____, Y _____	Advisor	
				Department Military Training Instructor	
Name		Type of Leave	<input type="checkbox"/> Personal Leave <input type="checkbox"/> Sick Leave <input type="checkbox"/> Menstrual Leave <input type="checkbox"/> Official Leave <input type="checkbox"/> Pre-maternity Leave <input type="checkbox"/> Maternity Leave <input type="checkbox"/> Miscarriage Leave <input type="checkbox"/> Paternity Leave <input type="checkbox"/> Bereavement Leave <input type="checkbox"/> Ritual and Festival Leave for Indigenous People. Mental Health Leave (only be used NCHU Online Student Leave System )	Head of Department (Institute)	
Student ID				Dean of Student Affairs	
Reason					
Proof or Document				Dean of Academic Affairs	

Session	Day	Mon.	Tue.	Wed.	Thu.	Fri.
1	Course					
	Instructor					
2	Course					
	Instructor					
3	Course					
	Instructor					
4	Course					
	Instructor					
5	Course					
	Instructor					
6	Course					
	Instructor					
7	Course					
	Instructor					
8	Course					
	Instructor					
9	Course					
	Instructor					

※ 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. Please submit the form to the Division of Student Life after completing the process. Leave for school sports day must be approved by the advisor. Please submit the department or institute after completing the process)
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, 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.

※ Upon approval, the original request form shall be submitted to the Curriculum Division.

Applicant's Signature: \_\_\_\_\_