

# National Taipei University of Nursing and Health Science

## Regulations of Leave-Taking for Students

- I. A student who undergoes a critical incident or disease as verified by supporting certificate(s) may duly ask for leave pursuant to these Regulations.
- II. Categories of leave:
  - (I) Public leave: A student who is assigned by the University to participate in activities on or beyond campus may be granted public leave and won't be recorded as absent from school. In such a case, the assigner unit shall apply to the President (or the Dean of Academic Affairs on behalf) for approval before the assigned student may take public leave.
  - (II) Personal leave: All students shall focus on academic studies and shall not be granted a personal leave except an extraordinary emergency incident or except an event which must be handled by the students themselves. A personal leave shall be managed in the following manner:
    1. A student who intends to take a personal leave shall apply to the professor/instructor for the class where the student is absent with supporting certificate(s) and complete the procedures required for a personal leave beforehand. The act to apply for a personal leave supplementarily afterward shall not be approved.
    2. In case of an unexpected emergency for which completion of the procedures to apply for a personal leave beforehand proves impossible, such student shall report and register with the Student Guidance Section by phone before the noon of the day of leave and shall apply to the Student Guidance Section for report certificate and submit the supporting certificate(s) to the professor/instructor for the class where the student is absent to complete the procedures to apply for the personal leave supplementarily within one week.
    3. A student who participates in a senior or junior civil service examination and the fundamental educational & training programs for public servants (government employees) may apply for a public leave through the procedures as set forth under Paragraphs 1~2 above.
    4. A student who gets married during a semester may apply for a personal leave through the procedures as set forth under Paragraphs 1~2 above.
  - (III) Sick leave:
    1. A student who is sick may apply to the professor/instructor for the class where the student is absent for a sick leave through the University website. The professor/instructor for the class where the student is absent may click yes or no to the application through the website.

2. Application for a sick leave shall be accompanied with supporting certificate(s). Application for a sick leave more than three days shall be accompanied with a diagnosis certificate issued by the doctor or hospital. The procedures to apply for the sick leave shall be completed within one week.

- (IV) Maternity leave: A student who applies for a leave due to pregnancy shall complete the procedures to apply for the leave with supporting certificate(s) within one week. In case of childbirth, the student may apply for maternity leave for eight days before childbirth and for forty-two days after childbirth. A male student whose wife gives birth to a child may apply for paternity leave for two days which may be used separately but shall be used up within three days before/after the childbirth by his wife which may be postponed in case of a Sunday/non-working day falling within such period. A female student who miscarries with pregnancy for more than five months may apply for a miscarriage leave within 42 days from the date of miscarriage. A female student who miscarries with pregnancy for more than three months but less than five months may apply for a miscarriage leave within 21 days from the date of miscarriage. A female student who miscarries with pregnancy for less than three months may apply for a miscarriage leave within 14 days from the date of miscarriage.
- (V) Funeral: Funeral leave for one week in case of death of a lineal relative (grandparent, parent, child), for three days in case of death of a brother or sister. The student is not recorded as absent during the funeral leave.
- (VI) In the event that a student who is unavailable to attend a mid-term examination or final examination due to an extraordinary event, such student shall report to and register with the Academic Section of the Department of Academic Affairs (or to the Office of Academic Affairs in case of off-duty hours) in person or by phone by the student himself or herself or through his or her parent (guardian) and shall complete the procedures to apply for leave supplementarily with the supporting certificate(s) (certificate issued by hospital in case of a sick leave) with the Curricular Section of the Department of Academic Affairs on the ensuing day. Such student may be approved for a supplementary examination only after the application is approved.

III. A student may apply for leave through the procedures enumerated below:

- (I) Fill out the application for leave and accompany it with the supporting certificate(s) and then apply to the professor/instructor for the class where the student is absent (advisor of practicum) to sign their approval.
- (II) After the professor/instructor for the class where the student is absent signs to approve of the application, the first part of the application shall be held by the student himself or herself, the second part shall be referred by the practicum advisor to the Department of Nursing Science and the third part shall be registered with the Life Guidance Section.

- IV. Where a student needs to continue a leave upon expiry, he or she shall apply for extension of the leave with supporting certificate(s) before expiry of the initial leave.
- V. A student who is absent without applying for leave or whose application for leave is disapproved shall be recorded as “unjustifiable absence without leave” (AWOL).
- VI. These Regulations are equally application to summer school students and repeated study students.
- VII. In the event that the number of days of leave taken by a student involves calculation of the hours of absence which make the student forfeit the right for an examination, these Regulations shall govern.
- VIII. These Regulations as well as amendment hereof shall be put into enforcement after being submitted by the Council of Academic Affairs to and approved by the President.