

文藻外語大學學生請假辦法

Wenzao Ursuline University of Languages Guidelines for Requesting Leave

- 94年04月20日行政會議通過 Approved at the Executive Committee meeting on April 20, 2005
96年12月18日行政會議修訂通過 Amended at the Executive Committee meeting on December 18, 2007
99年06月15日行政會議修訂通過 Amended at the Executive Committee meeting on June 15, 2010
100年06月14日學生事務會議修訂通過 Amended at the Student Affairs Committee meeting on June 14, 2011
100年07月28日行政會議修訂通過 Amended at the Executive Committee meeting on June 28, 2011
100年08月29日經校長核定通過 Ratified by the University President on August 29, 2011
101年06月05日經學生事務會議通過 Amended at the Student Affairs Committee meeting on June 5, 2012
101年06月26日行政會議修訂通過 Amended at the Executive Committee meeting on June 26, 2012
101年07月14日經校長核定通過 Ratified by the University President on July 14, 2012
102年07月29日學生事務會議修正通過 Amended at the Student Affairs Committee meeting on July 29, 2013
102年08月06日行政會議修訂通過 Amended at the Executive Committee meeting on August 6, 2013
102年08月15日校長核定通過 Ratified by the University President on August 15, 2013
102年12月17日學生事務會議修正通過 Amended at the Student Affairs Committee meeting on December 17, 2013
103年01月07日行政會議修正通過 Amended at the Executive Committee meeting on January 7, 2014
103年01月28日經校長核定通過 Ratified by the University President on January 28, 2014
104年04月20日學生事務會議修訂通過 Amended at the Student Affairs Committee meeting on April 20, 2015
104年06月02日行政會議修訂通過 Amended at the Executive Committee meeting on June 2, 2015
104年07月01日經校長核定通過 Ratified by the University President on July 1, 2015

第一條 學生如因故不能上課或參加集會及其他規定之活動時，均須辦理請假手續，否則以曠課論。於請假期限過後，累計曠課四節以上，通知家長及導師。 Article I. Students who cannot attend class, important assemblies or other required activities must complete leave request procedures; otherwise, they are considered absent. Class supervisors and parents are notified when the leave request deadline has passed and a student accumulates four or more absences.

第二條 學生請假區分為事假、病假、公假、喪假、婚假、分娩假、流產假、陪產假、流感假、天然災害假及生理假等十一種類別。 Article II. Student may request 11 kinds of leave including personal leave, medical leave, official leave, bereavement leave, wedding leave, maternity leave, miscarriage leave, paternity leave, influenza leave, natural disaster leave and menstrual leave.

- 一、 病假：學生因病不能到校上課，家長或學生本人應先通知導師或系輔導教官並於到校後二週內補辦請假手續。(專科部為一週) A. Medical leave: When a student cannot attend class due to medical reasons, the parents or the student must notify the class supervisor or military instructor. Within two weeks after returning to the University, the student must complete procedures for requesting medical leave retroactively. (Students in the Junior College Division must complete procedures for requesting medical leave retroactively within one week of returning to the University.)
- 二、 事假：必須事先辦理。 B. Personal leave: Personal leave must be requested in advance.
- 三、 公假： C. Official leave:
 - (一) 學生兵役體檢、因故出庭、校外研習(會議、比賽或領獎活動)、校內(外)支援活動、校內各單位所辦的活動；詳細規定應參照學生公假核准原則。 1. Students may request official leave for military service physical

examinations, court appearances, off-campus seminars, conferences, competitions and award ceremonies. Official can also be requested for activities on or off campus. Detailed regulations appear in the Student Official Leave Approval Principles.

- (二) 全學期申請累計節數不得超過總上課節數九分之一。2. The total number of official leave hours requested per semester may not exceed 1/9 of the total number of class hours.
 - (三) 公假必須以公假單事先辦妥請假手續，由指導單位簽證後，依公假程序逐級呈核完成。3. Official leave must be requested in advance by completing official leave request forms and getting approval by each of the leave granting authorities.
- 四、喪假：須檢附證明或家長出具證明，直系血親、養父母及親兄弟姐妹之喪假，最多七日，可分次辦理，超過七日以事假計算；其他親屬之喪葬以事假辦理。D. Bereavement leave: A maximum of seven days, which can be taken separately, can be granted for death of immediate family members, siblings or adoptive parents. If more days are needed, students can request personal leave. For bereavement for other family members, personal leave should be requested.
- 五、婚假：三日，必須事先辦理。E. Wedding leave: Three days are granted. They must be requested in advance.
- 六、分娩假：分娩後給分娩假四十二日（不含例假日），持醫院證明文件辦理。F. Maternity leave: Forty-two days (not including holidays) are granted after childbirth. Maternity leave must be requested with documentation provided by a hospital.
- 七、流產假：持醫院證明文件辦理。G. Miscarriage leave: Miscarriage leave must be requested with documentation provided by a hospital.
- (一) 懷孕滿五個月以上流產者，流產假四十二日（不含例假日）。1. Forty-two days (not including holidays) of miscarriage leave are granted for pregnancies over five months.
 - (二) 懷孕三個月以上未滿五個月流產者，流產假二十一日（不含例假日）。2. Twenty-one days (not including holidays) of miscarriage leave are granted for pregnancies under five months.
 - (三) 懷孕未滿三個月流產者，流產假十四日（不含例假日）。3. Fourteen days (not including holidays) of miscarriage leave are granted for pregnancies under three months.
- 八、陪產假：二日，持醫院證明文件辦理。H. Paternity leave: Two days is granted for paternity leave. Hospital documentation must be presented to request leave.
- 九、天然災害假：依權責單位發布新聞為憑辦理。I. Natural disaster leave: Can be requested using official news releases.
- 十、流感假：檢附醫生所開立確實需要居家隔離之證明，事後一週內辦理，並應事先告知生活輔導組。J. Influenza leave: Procedures must be completed within one week of the occurrence with a doctor's note confirming the need for home quarantine. The Student Assistance Section must be notified in advance.
- 十一、生理假：女生每個月視其實際狀況，至多可申請一日。K. Menstrual leave: Female student may request a maximum of one day of leave per month.
- 十二、專科部一至三年級學生到校後因病、事需外出者，先至軍訓室或生活輔導組辦理臨時外出手續後憑單外出，屬緊急狀況應聯絡家長，學生應於

事後按規定完成請假手續。L. Students in the first, second and third years of the Junior College Division who need to leave campus due to personal or medical reasons must complete temporary leave procedures at the offices of Military Education or the Student Assistance Section before leaving campus. In cases of emergency, parents must be notified. Students must still complete leave-taking procedures retroactively.

十三、連續請假應詳列每日請假節數次。M. For consecutive days of leave, students should specify the number of class hours for each day.

第三條 准假權責程序：請假二日(含)以上應檢附就診或相關證明文件。Article III.

Procedures and authorities for approving leave: Leave requests for two or more days should be submitted with doctors' notes or relevant documentation.

一、專科部一至三年級簽核程序：A. Procedure for requesting leave for students in the first, second, and third years of Junior College:

(一) 請假一日：導師。1. For leave of one day: class supervisor

(二) 請假二日：導師→系輔導教官。2. For leave of two days: class supervisor → department military instructor

(三) 請假三日：導師→系輔導教官→系主任。3. For leave of three days: class supervisor → department military instructor → department chair

(四) 請假四至六日：導師→系輔導教官→生活輔導組組長→系主任→院長。4. For leave of four to six days: class supervisor → department military instructor → manager of Student Assistance Section → department chair → chair of graduate institute

(五) 請假七日以上：導師→系輔導教官→生活輔導組組長→系主任→院長→學生事務長。5. For leave of more than seven days: class supervisor → department military instructor → manager of Student Assistance Section → department chair → chair of graduate institute

二、專科部四至五年級暨大學部以上簽核程序：B. Procedure for requesting leave for students in the fourth and fifth years of Junior College and students 4-year university programs:

(一) 請假一日：任課教師。1. For leave of one day: class instructor

(二) 請假二日：任課教師 → 導師→系輔導教官。2. For leave of two days: class instructor → department military instructor

(三) 請假三日：任課教師 → 導師→系輔導教官→系主任。3. For leave of three days: class instructor → department military instructor → department chair

(四) 請假四至八日：任課教師 → 導師→系輔導教官→生活輔導組組長→系主任→院長。4. For leave of four to eight days: class instructor → department military instructor → manager of Student Assistance Section → department chair → dean of college

(五) 請假九日以上：任課教師→導師→系輔導教官→生活輔導組組長→系主任→院長→學生事務長。5. For leave of nine or more days: class instructor → class supervisor → department military instructor → manager of Student Assistance Section → department chair → dean of college → Dean of Student Affairs

第四條 缺曠課及相關假別扣操行分數之標準：

Article IV. Standards for deduction of conduct grades regarding absence and relevant leaves:

- 一、升旗或早自修：缺席1次扣0.5分，遲到1次扣0.3分。
- A. Morning assembly or self-studying time: 0.5 point deducted for each absence, and 0.3 point deducted for every late arrival.
- 二、勞作服務：缺席1次扣0.3分，遲到1次扣0.2分。
- B. On Campus Service: 0.3 point deducted for each absence, and 0.2 point deducted for every late arrival.
- 三、上課與各項重要集會遲到、早退：1次扣0.3分。
- C. Being late or leaving early from classes and major assemblies: 0.3 point deducted each time.
- 四、上課與各項重要集會曠課或缺席：1節扣1分。
- D. Absences from classes and major assemblies: 1 point deducted per hour.
- 五、一般病假：1節扣0.1分。
- E. General medical leave: 0.1 point deducted per hour.
- 特殊病假：不扣分，由學生事務處認定之。
- No point deduction for specific medical leave; its cause should be defined by the Office of Student Affairs.
- 六、事假：1節扣0.2分。
- F. Personal leave: 0.2 point deducted per hour.
- 七、公、喪假、天然災害假、流感假、生理假：不扣分。
- G. Official leave, bereavement leave, natural disaster leave, influenza leave and menstrual leave: no point deduction.
- 八、婚假：三日內不扣分，超出之天數以事假計算，並於結婚日起一週內完成請假手續。
- H. Wedding leave: no point deduction for the first three days; if more days are needed, then personal leave is required, and the procedure for leave request should be completed within one week after the wedding day.
- 九、分娩假：四十二日內不扣分，超出之天數以事假計算。
- I. Maternity leave: no point deduction within 42 days. If more days are needed, the personal leave is required.
- 十、流產假：准假期限內不扣分，超出之天數以事假計算。
- J. Miscarriage leave: no point deduction within granted days; if more days are needed, the personal leave is required.
- 十一、陪產假：二日內不扣分，超出之天數以事假計算，且應於配偶分娩日前後三日內請畢，並於一週內完成請假手續。
- K. Paternity leave: no point deduction within 2 days, and the leave request should be completed within 3 days before and after the childbirth; if more days are needed, then personal leave is required. The procedure for leave request should be completed within one week.

- 第五條 由教務處所安排之學生共同考試時間，請假事宜依教務處公告事項辦理。急病者應於考試當節開始20分鐘內，以電話通知教務處課務組，並於當日將醫生證明送達，或以掛號寄至教務處課務組辦理(以郵戳為憑)。到校後將請假單會簽教務處課務組，辦妥請假手續。 Article V. To request leave from a uniform exam scheduled by the Office of Academic Affairs, students must follow procedures stipulated by the Office of Academic Affairs. In cases of medical emergency, the Curriculum Section of the Office of Academic Affairs must be notified by phone within the first 20 minutes of the start of the exam period. On the same day, a doctor's note should be presented at or sent by registered mail to the Curriculum Section of the Office of Academic Affairs. (The postmark can serve as proof.) Students must complete leave-taking procedures at the Curriculum Section of the Office of Student Affairs upon their return.
- 第六條 未按規定辦理請假手續者，按情節輕重記申誡以上處分；請假所附證明，如發現不實亦同。 Article VI. Students who do not follow procedures for requesting leave or present false documentation to request leave may be given a warning or a more severe disciplinary action.
- 第七條 對公告之缺課記錄有疑問者，應於公告日起至隔週週五放學前至生活輔導組查詢或申請更正【遇有國定假日、本校補假，依假期日數順延】，逾時不受理。 Article VII. Students who have questions about records of absences should proceed to the Student Assistance Section to inquire or request a correction between the day absences are announced to the end of the business day on the following Friday. (The deadline is pushed back when there are holidays or make-up days.) Late inquiries or requests will not be accepted.
- 第八條 本辦法經學生事務會議及行政會議通過，陳請校長核定後施行，修正時亦同。 Article VIII. These Guidelines become effective after approval by the Student Affairs Committee and ratification by the University President. Amendments must follow the same procedure.