

長榮大學學生請假辦法

Chang Jung Christian University Regulations Governing Student Leaves of Absence

101.12.24 學生事務處會議審議通過

12-24-2012 Approved by the Office of Student Affairs Meeting

102.03.04 學生事務委員會會議通過

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103.12.22 學生事務委員會會議修正通過

12-22-2014 Approved by the Students Affairs Committee Meeting

108.03.18 學生事務處會議審議通過修正通過

03-18-2019 Approved by the Office of Student Affairs Meeting

108.05.28 107 學年度第 2 次學生事務會議修正通過

05-28-2019 Approved by the Students Affairs Committee Meeting

第一條 本辦法依據「長榮大學學則」訂定之，學生因故請假，悉依本辦法辦理。

Article I: These Regulations are instituted in accordance with the “Chang Jung Christian University Regulations” to govern the leaves of absence of students.

第二條 學生因故不能上課或參加集會及其他規定之活動時，均須於當學期內完成請假手續，未經請假或請假未准者均作曠課論。

Article II: Students are required to take leaves of absence if they are unable to attend classes, meetings or others activities; students that fail to take a leave of absence or if the leave of absence has not been approved, will be deemed absent from class.

第三條 學生請假區分公假、病假、事假、喪假、產假、婚假、生理假，依下列規定辦理：

Article III: Students may take official leave, sick leave, personal leave, bereavement leave, maternity leave, matrimonial leave or menstrual leave in accordance with the following procedures:

(一) 公假：需由權責單位出具證明並公文簽准，因辦理兵役事宜者須附兵役相關單位證明，公假核准後以出席論。

(1) Official leave: The competent authority of the university shall issue a certificate and an approval document for this purpose. Students who respond to the call of conscription service shall present documentation issued by the related entities. Upon approval, the duration of the official leave shall be deemed normal attendance in class.

(二) 病假：因病請假逾一日者，須經公立或私立醫院證明或家長、監護人證明。

(2) Sick leave: If the sick leave lasts for more than one day, a certification document issued by a public or private hospital, or a document of proof issued by parents or the guardians will be

necessary.

- (三) 事假：請事假一日以上者須附家長、監護人或參與各項活動證明文件。
- (3) Personal leave: If the personal leave lasts for more than one day, documents of proof issued by parents, guardians, or proof of participation in related events will be necessary.
- (四) 喪假：凡直系尊親屬、親屬死亡者(含兄、弟、姊、妹)應檢具有效證件申請喪假，請喪假以一週為限，比照公假論，超過一週部分以事假論。
- (4) Bereavement leave: For the decease of parents, grandparents, great grandparents, next of kin (including siblings) with the proof of related valid documents, one week of leave for this purpose will be granted as official leave. Over one week will be granted as personal leave.
- (五) 產假：分娩者給予產假八週、配偶分娩時陪產假三日，應檢具有效證件申請。
- (5) Maternity leave: Eight weeks of maternity leave will be granted for students giving birth, while spouses will be granted three days of paternity leave. Leave shall be taken with valid certification documents.
- (六) 婚假：學生本人結婚者給予婚假一週，應檢具有效證件申請。
- (6) Matrimonial leave: one week of holiday will be granted for students who are getting married with the proof of valid documents.
- (七) 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。
- (7) Menstrual leave: Female students may have problems attending class during the duration of their menstrual periods, and are entitled to one day of menstrual leave monthly without the presentation of a document of proof.

第四條 除病假外各項假別須事前提出申請，病假須於假後三日內提出；請假期間屆滿，仍須續假時，應依本辦法所規定之請假手續辦理續假，核准權限採累加方式。

Article IV: A leave of absence must be taken by petition in advance except for sick leave, which shall be taken within three days after the end of the leave. If an extension of leave is necessary at the expiration of the previous period of leave, proceed to the procedure for taking leave as stated in These Regulations. The approval of leave is counted on a cumulative basis.

第五條 學生請假均須上網填具假單，採 e 化作業，依請假天數分由導師、系主任、院長、校長核准後完成請假，並由系統通知任課教師。核准權限：3 日(含)-導師、5 日(含)-系主任、10 日(含)-院長，超過 10 日者由校長核准。

Article V: Students who ask for a leave must fill in the leave form online via the University's e-system, the leave should be completed according to the number of days approved by the tutor, department head, dean or principal. The instructors will be notified by the system. Approval authorization of leave: three days or less-class tutor, five days or

less-department head, 10 days or less—dean of college, more than 10 days—University President.

第六條 請假因逢考試期間，需加會教務處、重大集會假(含班會、系主任時間、新生始業式、師生週會及其他經校長核定為重大集會者)需加會權責單位。

Article VI: If the leave of absence overlaps with the examination period, notify the Office of Academic Affairs. If it overlaps with important assembly hours (class meetings, the time of the department head, orientation of new students, weekly meetings of students and faculty, and other approved as major assemblies by the University President), notify the related functional units.

第七條 學生請假有下列情況者，採上網填具假單列印系統匯出紙本親送權責師長核准後送生輔組登錄，由系統通知任課教師。

Article VII: If any of the following is applicable to students who have taken leave, fill in the application form online, and print out a hard copy from the system. Present the hard copy of the application form to the related faculty member for approval and forward it to the Student Life and Residential Services Section for registration. The system will inform the teachers of related classes.

(一) 當學期曠課累計達 20 小時以上者。

(1) Absence without taking leave for more than 20 cumulative hours in one semester.

(二) 當月請事、病假累計超過 7 日者。

(2) The accumulated personal leave or sick leave exceeds 7 days during the same month.

(三) 未依請假時限辦理請假者。

(3) Failure to take leave by the designated deadline.

第八條 學生因請假衍生之成績、補考……等問題，由任課教師或相關權責單位自行規範。

Article VIII: Academic performance and taking a deferred examination for students who are absent due to taking leave will be arranged by the related faculty members or competent authority of the university.

第九條 本辦法經學生事務會議通過，並陳校長核定後實施，修正時亦同。

Article IX: These Regulations shall be subject to the resolution of the Student Affairs Committee Meeting and the final approval of the President for coming into full force. The same procedure is applicable to any amendment thereto.