

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
03-04-2013 Approved by the Student Affairs Committee Meeting
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
111.10.24 111 學年度第 1 次學生事務會議修正通過
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112.11.03 112 學年度第 1 學期第 3 次處務會議修正通過
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112.11.22 112 學年度第 1 次學生事務會議修正通過
11-22-2023 Approved by the Students Affairs Committee Meeting
113.01.03 112 學年度第 1 學期第 5 次處務會議修正通過
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113.06.11 112 學年度第 2 次學生事務會議修正通過
06-11-2023 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、心理健康假、防疫假、哺育假及原住民族歲時祭儀日，依下列規定辦理：
Article III: Students' leave shall be divided into official leave, sick leave, personal leave, bereavement leave, maternity leave, marriage leave, physiological leave, mental health leave, epidemic prevention leave, nursing leave, and Aboriginal New Year's Day of Worship, which shall be handled in accordance with the following provisions:
(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，須檢具醫療院所之證明。
(2) Sick leave: Those who take leave for more than one day due to illness must have

a certificate from the medical institution.

- (三) 事假：請事假一日以上者須附參與各項活動證明文件。
- (3) Personal leave: If the personal leave lasts for more than one day, 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：
- (5) Maternity leave:
1. 分娩前給產前假八日。
① Eight days of prenatal leave before childbirth.
 2. 分娩者給產假八週，懷孕未滿三個月流產者，給流產假七日；懷孕滿三個月以上未滿七個月流產者，給流產假二十八日。
② Eight weeks of maternity leave shall be granted to those who give birth, and seven days of abortion leave shall be given to those who have miscarried before three months of pregnancy; If the pregnancy is more than three months but less than seven months old, the abortion leave shall be 28 days.
 3. 因陪伴懷孕配偶或伴侶產前檢查、分娩或懷孕滿二十週以上流產者，給陪產檢及陪產假七日，得分次申請。
③ For those who have miscarriage due to accompanying their pregnant spouse or partner for prenatal check-ups, childbirth, or pregnancy of more than 20 weeks, they will be given seven days of paternity examination and paternity leave, and the application shall be divided into batches.
 4. 陪產檢之請假，應於配偶或伴侶懷孕期間為之；陪產之請假，應於配偶或伴侶分娩日或流產日前後合計十五日(含例假日)內為之。
④ Leave for paternity check-up shall be made during the pregnancy of the spouse or partner; Leave for paternity shall be granted within a total of 15 days (including holidays) before and after the date of childbirth or miscarriage of the spouse or partner.
- 以上均應檢具醫院或診所等相關證明文件申請。
All of the above should be applied for with relevant supporting documents such as hospitals or clinics.
- (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 who have difficulties in attending school due to their menstrual days are entitled to take one day of menstrual leave per month without the need to present a certificate.
- (八) 心理健康假：學生有心理不適之需要時，得以請假調適，每學期至多得請心理健康假三日，無需檢附證明文件。
- (8) Mental health leave: Students encountering mental stress can apply for leave without documentary evidence for up to three days per semester.
- (九) 防疫假：符合疾病管制署定義之相關法定傳染疾病者，學生得請防疫假。
- (9) Epidemic prevention leave: Students suffering from notifiable infectious diseases defined by the Centers for Disease Control and Prevention can apply for epidemic

prevention leave.

(十)哺育假：限哺育未滿三歲子女(須因幼兒醫療照顧、預防接種及無親屬托育等相關事宜)，請假時須檢附子女之出生證明、戶口名簿影本或其他可資證明之文件，請假之個別狀況比照專案申請辦理。

(10) Nursing leave: Limited to the breastfeeding of children under the age of three (subject to medical care, vaccination, childcare without relatives and other related matters), the child's birth certificate, photocopy of household registration book or other documents that can be proved must be attached when applying for leave, and the individual status of the leave shall be applied for according to the items.

(十一) 原住民族歲時祭儀日：凡具原住民身分者，於依「紀念日及節日實施辦法」由原住民族委員會所公告之各該原住民族歲時祭儀放假日，得申請放假一日。

(11) Aboriginal New Year's Day of Worship: Those who have the status of aboriginal people may apply for a day off on the annual ceremonies of each aboriginal ethnic group announced by the aboriginal people's committee in accordance with the measures for the implementation of anniversaries and festivals.

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.