

# National Taipei University of Education Regulations for Student Leave of Absence of Office of Continuing and Extension Education

Approved by the 22nd Continuing Education Meeting on May 30, 2015.  
Approved at the 36th Continuing Education Meeting on September 24, 2020.

- Article 1 Students shall apply for leave of absence pursuant to these Regulations when unable to attend assemblies, classes, or required activities. Those who are absent without a leave, or without receiving approval for leave applied shall be regarded as truancy.
- Article 2 There are six types of student leaves:
- I. Personal leave: Students shall complete leave application procedures in advance, and provide the relevant documentation. Otherwise, leave of absence will not be granted.
  - II. Sick leave: Only medical certificates from hospitals or clinics accredited by the National Health Insurance Administration can be used for applying for leave of absence. If the student is unable to apply on the same day, documentation can be submitted within three days to apply for leave after the fact.
  - III. Official leave:
    - (I) Applicants representing NTUE for official activities or competitions, and have documentation issued by the appointing unit as supporting evidence.
    - (II) Applicants designated by the NTUE for official activities, and have documentation issued by the director of the appointing unit as supporting evidence.
    - (III) Applicants who participate in activities organized by respective departments are approved by the respective department chairs.
    - (IV) Applicants who are doing military services, and have certificates issued by the military service unit as supporting evidence.
    - (V) Applicants who are legally obligated to testify or defend themselves in court, and have documentation issued by the relevant units as supporting evidence.
    - (VI) Applicants who participate in exams, competitions, and training sessions organized by the government in accordance with the laws, and have relevant documentation as supporting evidence.
    - (VII) Indigenous applicants who are entitled to a day off for indigenous rituals and ceremonies (according to the rituals and ceremonies of each indigenous tribe announced by the Council of Indigenous Peoples, Executive Yuan). Indigenous applicants shall submit their household certificate transcript, household certificate or documentation issued by the government agency as supporting evidence.
  - IV. Bereavement leave: Students whose immediate family members, siblings, spouse, and spouse's parents passing away, may apply for bereavement leave by submitting an obituary or a certificate of death as supporting evidence. However, the duration of leave shall not exceed one week. Personal leave may be applied for the passing of other relatives.
  - V. Maternity leave (including nursing leave): Students may apply for maternity leave by submitting documentation issued by a hospital or clinic accredited by the National Health Insurance Administration. If a student cannot apply for the leave in person, she may inform respective course instructors, the department chair, or community instructors via a phone call, letter, or proxy. Additionally, leave procedures should be completed after the fact within two weeks from the day of childbirth.

Applicants who follow the preceding paragraph may be granted eight days of prenatal care leave, which may be applied for in stages and shall not be retained until after childbirth. Eight weeks of maternity leave shall be granted after childbirth.

Applicants who need to take care of children under three years old and have to perform breastfeeding may take nursing leave for the morning, afternoon, and night, each time lasting one hour.
  - VI. Menstrual leave: Leave applied due to menstrual discomfort does not require supporting documentation. However, it is limited to one day per month. Applicants who cannot apply on the same day may submit an application within three days after the fact.

Article 3 Leave application procedures:

- I. Leave application process:
  - (I) Personal leave (including marriage leave), bereavement leave, sick leave, and menstrual leave for less than three days can be applied online. Once approved by the department chair, the leave process shall be deemed complete.
  - (II) Personal leave (including marriage leave), bereavement leave, and sick leave for less than a week can be applied online.
  - (III) Personal leave (including marriage leave), bereavement leave, and sick leave for more than seven days shall be applied in writing.
  - (IV) Official leave and maternity leave shall be applied in writing.
  - (V) For students of In-service Master's Programs on on-campus internship who want to apply for official leave in advance to the respective course instructors for official matters, the internship schedules and student lists shall be provided by the Teacher Education and Employment Guidance Center to the Center of Continuing Education, Office of Continuing and Extension Education for registration.
- II. If the department chair fails to verify the leave online within three days, students should print out the online leave form after receiving an automated e-mail notification, obtain the department chair's signature, submit the form to the Center of Continuing Education for processing.
- III. For official leave, students are required to complete a leave form in advance, have it signed by the director of the designating (dispatching) unit, and inform respective course instructors of the leave period. Subsequently, after being approved by the department chair, the application will be forwarded to the director of the Office of Continuing and Extension Education for approval and recordation. Leave application after the fact will not be accepted.
- IV. Except in special circumstances acknowledged by the department chair and the director of the Office of Continuing and Extension Education, leave application after the fact will not be accepted.
- V. When the leave is expiring, the student shall report back to NTUE immediately. If unable to do so, the student shall provide reasons to extend the leave. Otherwise, days that are not covered by the leave of absence shall be regarded as truancy. If the student reports back to NTUE before the leave expires, the leave period shall be counted based on the actual number of leave days taken.
- VI. For students who are unable to apply for leave in advance due to an accident, a family member or proxy shall submit a leave application with supporting documentation within seven days to the Center of Continuing Education. Failing to do so will result in the absence being regarded as truancy.
- VII. During mid-term and final examinations, no leave will be granted except for cases of the passing away of immediate family members, major illness, or childbirth (with a certificate issued by a hospital or clinic accredited by the National Health Insurance Administration).
- VIII. During mid-term and final examinations, if leave is applied pursuant to Article 3, Paragraph 7, except for major illnesses or childbirth where leave can be applied after the fact within the timeframe specified in Paragraph 6, all other cases shall require a written application at least two weeks in advance.
- IX. If false information is found in the supporting documentation of the leave application, the leave period shall be regarded as truancy, and disciplinary action more severe than a record of demerit will be given based on the circumstances.
- X. Students applying for leave shall ask their classmates to inform their respective course instructors, or do so in person. NTUE will not inform the instructors on their behalf. The students in question shall be responsible if any misunderstandings arise due to failure to inform the instructors.

Article 4 Authority for leave approval:

- I. Personal leave (including marriage leave), bereavement leave, and sick leave for less than a week shall be approved by the department chair, and forwarded to the director of the Office of Continuing and Extension Education for review.
- II. Maternity leave, official leave, personal leave (including marriage leave) of more than seven days, and sick leave shall require the approval of respective course instructors and the department chair. The application is then forwarded to the director of the Office of Continuing and Extension Education for review.
- III. During mid-term and final examinations, the application of leave shall require the approval of respective course instructors and the department chair. The application is then forwarded to the director of the Office of Continuing and Extension Education for review.
- IV. For students who have been approved for maternity leave, the department (institute) shall inform community instructors and respective course instructors three days after approval is granted.

Article 5 Not attending class for performing leave application procedures shall be regarded as “absence.” Being absent from class without applying for leave, or when leave is not approved shall be regarded as “truancy.”

Article 6 These Regulations shall be promulgated for implementation after being approved at the Continuing Education Meeting, and reviewed by the President.