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## 靜宜大學學生請假辦法

民國 113 年 03 月 27 日學生事務會議修正通過

第一條 為使本校學生瞭解請假方式、請假流程及核准權責，特訂定本辦法。

第二條 各假別請假規定

### 一、公假：

學生有下列各款情形之一者，由派遣或業務相關單位於事前，檢附相關證明文件，上網申請，經任課教師核准，始完成請假申請程序。

（一）奉政府機關徵召代表國家參加比賽或活動者。

（二）經院、系（所）或行政單位選派代表學校參加校外或校際正式活動或比賽，以及擔任公務、出席學校各級會議或運動競賽者。

（三）有關兵役事項及其他有關政府規定必須接受徵召者。

（四）基於法定義務出庭作證、答辯，有相關司法單位出具證明文件者。

（五）具原住民身分，依行政院原住民族委員會公告所屬族群之歲時祭儀。

### 二、產假：

學生產假應檢具健保局特約醫院或診所出具之證明書上網申請；學生因懷孕、生產或哺育幼兒申請之延長休業年限，依本校學則辦理。

### 三、事假、病假、喪假：

由學生檢附相關證明文件上網申請，除事假於事前提出申請外，其餘假別於事後三日內補辦請假申請程序。

### 四、生理假：

學生因生理期致身體不適者，每月得請生理假一日，不需檢附證明，請假期間不得扣出缺席成績。

### 五、心理假：

（一）學生因心理或情緒因素，無法出席課程者，得請心理假；每學期以三次為限，每次至多一日，不得連請，請假期間不得扣出缺席成績。

（二）每學期請假前兩次者，不須檢附證明；欲請第三次者，則須檢附醫療院所身心科看診證明或本校諮商暨健康中心諮商證明。

第三條 學生請假時，如遇本校期中、期末考試或畢業考試必須依本校「學生考試請假及補考辦法」辦理。

第四條 本辦法經學生事務會議通過後實施，修正時亦同。

民國 98 年 01 月 16 日學生事務會議通過

民國 103 年 03 月 19 日學生事務會議修正通過

民國 104 年 10 月 14 日學生事務會議修正通過

**PROVIDENCE UNIVERSITY**

# **Student Leave Regulation**

Approved by the Student Affairs Meeting on March 27, 2024

## **Article 1**

In order to allow the University Students to understand the leave application way and its approval right and responsibility, the Providence University hereby has formulated this regulation.

## **Article 2 Student Leave Rule**

### **1. Official Leave**

If a student falls under any of the following circumstances, the related unit or institution should submit the relevant supporting documents and apply for the leave online in advance. The application needs to be approved by the teacher to complete all the procedure.

- (1) The one who is recruited by the Government agency to represent the Nation for the participation in the competition or activity.
- (2) The one who is selected by the College, Department, or Administration Unit to represent the University for the participation in the outside-school or inter-schools formal activity or competition; undertaking the official affair, attending the individual level of meeting in the school or sports competition.
- (3) The one who should respond to the recruitment which is concerned with military service and other relevant Government regulations.
- (4) The one who is summoned for the court testimony or replied for defense and has the certificate which is issued by the relevant judicial unit.
- (5) Those who are indigenous people shall follow the announcement from the Council of Indigenous Peoples, Executive Yuan to apply for an official leave during their Sacrifice Ceremony.

### **2. Maternity leave or Infant nursing Leave**

The student needs to upload the certificate which is issued by a hospital or a clinic designated by the National Health Insurance Administration if she applies for maternity

leave online. The extension of the suspension of schooling due to pregnancy, childbirth or parental leave will be based on Providence University's regulation.

### **3. Personal Leave, Sick Leave, and Funeral Leave**

For personal leave, sick leave, and bereavement leave, the student needs to submit relevant supporting documents to apply for it online. All requests should be made up within three days of the event except the person.

### **4. Menstrual Leave**

For female student who has difficulty to attend the class due to menstrual period, the menstrual leave can be applied for 1 day per month without showing any proof.

### **5. Mental Health Leave**

(1) For student who has difficulty to attend the class due to mental or emotional reason, the mental health leave can be applied; the limit for each semester to apply mental health day is three days, and consecutive leaves are not allowed. Absences during the leave period will not affect attendance records.

(2) For the first two leaves, no supporting documents are required; however, for the third leave, a medical certificate from a psychiatric clinic or hospital, or a counseling proof document from the Counseling and Health Center, Providence University is necessary.

## **Article 3**

When the students are applying for leave, they should manage the applications according to the 'Student Examination Leave and Make-Up Examination Regulation' of the University if met the mid-term examination, final examination, or graduation examination.

## **Article 4**

This regulation will be adopted by the school affairs meeting and then published by the University President for its implementation as well as the same during amendment.

Approved by the Student Affairs Meeting on Jan. 16, 2009

Approved by the Student Affairs Meeting on March 18, 2014

Approved by the Student Affairs Meeting on October 14, 2015