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Ming Chi University of  
Technology

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學生請假作業辦法  
Guidelines of Leave Application for  
Students

制定部門：學生事務處生活輔導組

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# 學生請假作業辦法

## Guidelines of Leave Application for Students

95 年 11 月 30 日學務會議修訂通過

113 年 05 月 22 日學生事務會議修訂通過

Amended passed by the Student Affairs Meeting on November 30, 2006.

Amendment passed by the Student Affairs Meeting on May 22, 2024.

### 第一條 目的

為使本校學生因故不能到課、不能參加集會或必須外出，而需要辦理請假時，有所依循，特訂定「學生請假作業辦法」（以下簡稱本辦法）。

### Article 1 Objective/Purpose

The “Guidelines of Leave Application for Students” (hereinafter called these “Guidelines”) is established to provide a reference for leave application when students cannot come to class, join the assembly, or need to go out of the school for some reason.

### 第二條 適用對象

本校各學制學生（含延修生）。

### Article 2 Applicability

These Guidelines shall apply to all MCUT students (including students with delayed graduation).

### 第三條 請假方式

使用線上請假系統。

### Article 3 Method of Application

Leave shall be applied for over the online leave application system.

#### 第四條 假別

區分為事假、病假、公假、喪假、婚假、產假、原住民族歲時祭儀假、育嬰假、哺乳假、特別假等 10 種。

##### 一、事假：

應持相關證明文件於事先請假。如有突發重大事故，情形特殊不及事先請假者，亦應於當日先行以電話向舍監、導師及教官報備，返校後立即補辦請假手續。

##### 二、病假：

一般病假：1 天假應有就醫證明、家長證明，2 天以上須另附醫療單位診斷證明，於病癒到校上課之 6 日內，完成請假手續。

生理假：女性學生因生理期致身體不適者，每月得請生理假 1 日，為尊重個人生理隱私，無需出示證明（第二天起以一般病假論）。

##### 三、公假：

校內公假，應由簽派單位簽證蓋章後，經權責人員核示同意；校外公假應有兵役或校內外行政主管單位公文證明並事先完成請假，不得事後補假。

##### 四、喪假：

須檢附相關證明文件（死亡證明或訃聞）方得請假。學生或學生配偶之直系親屬（含養父母、繼父母）喪故，給假 8 日為限；學生或學生配偶之兄弟姊妹喪故，給假 5 日。（超過天數以事假處理）

##### 五、婚假：

需檢附相關證明文件（喜帖或入戶入籍謄本）方得請假，給假 8 日，應連續一次請完，一學年內限請 1 次。

##### 六、產假：

(1) 需檢附相關證明文件（出生證明或醫院診斷證明），正常分娩者給假 30 日，懷孕 3 個月以上流產者給假 14 日（以上均內含例假日），應連續一次請完，不列入扣考時數累計。

(2) 學生因配偶分娩者，得請陪產假 2 日，不列入扣考時數累計。

七、原住民族歲時祭儀假：

具原住民身分之學生，可由其本人、其父母或配偶之所屬民族歲時祭儀放假日期中得於該年度擇 1 日放假（每年度放假日期，依當年度行政院原住民族委員會之公告日期辦理）。

八、育嬰假：

學生因哺育 3 歲以下幼兒之突發狀況需請育嬰假時，應檢具戶口名簿或出生證明文件請假，不列入扣考時數累計。

九、哺乳假：

學生因哺育未滿 1 歲之子女，原則每日哺集乳時間 2 次，每次以 1 節課計，不列入扣考時數累計。

十、特別假：

(一)配合中央流行疫情指揮中心及教育部相關指引，依衛生主管機關認可之相關文件，得依本校防疫規定請特別假。

(二)因心理不適或精神狀況不佳，致上課有困難時，得請特別假(每次最多 2 天，每學期最多 7 天)。每學期第 1 次無須檢附資料，第 2 次起需檢附學生事務處學生輔導組「學生晤談證明單」。

#### Article 4 Types of Leave

The ten types of leave are: personal leave, sick leave, official leave, bereavement leave, marriage leave, maternity leave, indigenous ceremonial leave, parental leave, breastfeeding leave, and special leave.

1. Personal leave

Leave shall be applied for in advance with valid proof documents. When there is a major accident or special occurrence that prevents advance leave application, students shall first report to the housemaster, class advisor or military instructor training and education officer and complete the leave application procedures upon returning to school.

2. Sick leave

Ordinary sick leave: For a one-day leave, a proof of medical attention or a parent's note must be submitted.

For leave of two or more days, a certificate of diagnosis issued by a medical institution is required. Students shall complete the leave application procedures within six days after returning to school.

Menstrual leave: Female students may apply for one day of menstrual leave due to physical discomfort from menstruation. To respect students' privacy, no proof is required (from the second day onwards, this will be considered ordinary sick leave).

3. Official leave

On-campus official leave shall be approved by the assigning unit, signed, and affixed with the seal, and consented to by the responsible person. Off-campus official leave shall be applied for in advance with the military service documents or the documents of the on-campus and off-campus competent administrative units. No retroactive applications will be accepted.

4. Bereavement leave

The relevant documents (death certificate or obituary) shall be submitted to apply for the leave. Eight days of leave shall be granted for the death of a student's lineal relatives (including adopted parents and step parents) or those of their spouse. Five days of leave shall be granted for the death of a student's or their spouse's siblings. Leave exceeding these durations will be considered personal leave.

5. Marriage leave

The relevant documents (wedding invitation or household registration transcript for moving-in) shall be submitted to apply for the leave. Eight days of leave shall be granted, to be taken all at once. One time of marriage leave shall be allowed for each academic year.

6. Maternity leave

(1) Relevant documents (birth certificate or hospital certificate) must be submitted to apply for the leave. Thirty days of leave shall be granted for normal childbirth. Fourteen days (including public holidays) of leave shall be granted for a miscarriage within the first three months of pregnancy. Leave shall be



taken all at once and will not be counted towards the absence length (hours) for examination rejection.

- (2) Male students are entitled to a two days of paternity leave for the childbirth of their spouse. Leave will not be counted towards the absence length (hours) for examination rejection.

7. Indigenous ceremonial leave

Students with indigenous status may take one day off during the year from the traditional festivals of their own, their parents', or their spouse's indigenous tribes (the holiday dates for each year are based on the announcement by the Council of Indigenous Peoples, Executive Yuan for that year).

8. Parental leave

Students needing to apply for parental leave due to the care of their children under three years old must submit a household certificate or birth certificate. This leave will not be counted towards the absence length (hours) for examination rejection.

9. Breastfeeding leave

Students needing to breastfeed children under one year old may collect milk two times a day on principle, and each time shall be one section. This leave will not be counted towards the absence length (hours) for examination rejection.

10. Special Leave:

- (1) In accordance with the guidelines of the Central Epidemic Command Center and the Ministry of Education, special leave may be requested in accordance with the school's epidemic prevention regulations based on relevant documents recognized by the health authority.
- (2) In cases of psychological discomfort or poor mental condition leading to difficulties attending classes, special leave may be requested (up to 2 days each time, with a maximum of 7 days per semester). No documentation is required for the first request each semester, but starting from the second request,

students must submit a 'Student Counseling Certificate' from the Student Counseling Division of the Student Affairs Office.

第五條 請假規定

- 一、 學生請假時，應於事先填寫「學生請假單」，並上傳相關證件由系統自動傳送導師、輔導教官轉生活輔導組辦理請假，夜間請假及多天請假，無法住宿時，須同時向舍監報告登記。
- 二、 病假或喪假未及事先請假者，應先向舍監、導師、教官等有關人員作口頭或電話報備，俟返校後 6 日內補辦請假手續。若 6 日內（假日不計）未完成者，第 7 日以後系統不受理須以紙本請假，第 7 日至第 12 日補辦請假手續須記申誡 1 次，第 13 日（含）以上一律不予准假。惟每學期結束前 1 週之請假手續，須學期結束前完成。
- 三、 凡請假學生有偽造家長印章證明或欺騙情事者，除以曠課論處外，並依「學生獎懲規定」論處。
- 四、 學生公假每學期不得超過 45 小時，其超過部份以事假計算；唯代表學校參加各項活動，經核准並有師長帶隊者不在此限。
- 五、 請假扣分標準悉依「學生操行成績考核作業辦法」辦理。
- 六、 學生發現請假未完成及曠課紀錄錯誤，應於 2 週內提出更正申請，特殊狀況核准者可延長至 30 天。

Article 5 Regulations for Leave Application

1. Students shall fill in the “Student Leave Application Form” before applying for leave and upload the relevant proof documents for the system to automatically deliver them to the class advisor and military instructor. These will then be forwarded to the Student Assistance Division to process the leave application. When dormitory housing is prevented for leave in the evening or for multiple days, students shall also report and register to the housemaster.
2. When advance application for sick leave or bereavement leave is prevented, students shall first report to the housemaster, class advisor and military instructor orally or over the phone and complete

the leave application procedures within six days after returning to school. If students fail to complete the leave application procedures within six days (excluding holidays) after returning to school, the system will reject online applications from the seventh day onwards, and students must complete the leave application procedures in paper format. Students who complete the leave application procedures between the seventh and twelfth days will be disciplined with a reprimand. Leave application procedures completed from the thirteenth day onwards will not be accepted. However, applications for leave one week before the end of a semester must be completed before the end of the semester.

3. Students using forged parental seals or engaging in deception shall be deemed as having an unexcused absence and will be disciplined according to the “Guidelines of Reward and Discipline for Students”.
4. The maximum length of official leave shall be 45 hours each semester. Any leave exceeding 45 hours will be considered personal leave, except for participation in various events led by academic staff.
5. The mark deduction for leave shall be subject to the “Guidelines for Conduct Evaluation of Students”.
6. After discovering errors in incomplete leave applications or unexcused absence records, students shall apply for corrections within two weeks. An extension to thirty days may be allowed for special situations.

#### 第六條 請假核決權責

- 一、 1 日以內(含外宿)由導師及輔導教官核准。
- 二、 2~3 日由生活輔導組組長核准。
- 三、 4~6 日由副學務長核准。
- 四、 7 日以上由學務長核准。
- 五、 各學制延修生、碩二生請假由系（所）主任及輔導教官核准。
- 六、 工讀實習請假依各實習單位規定辦理。

#### Article 6 Responsibility and Authority for Leave Approval

1. Leave for one day (including off-campus housing) shall be approved by the class advisor and military instructor.
2. Leave for two to three days shall be approved by the Division Chief of Discipline Division.
3. Leave for four to six days shall be approved by the Associate Dean of Student Affairs.
4. Leave for seven days or long 7 shall be approved by the Dean of Student Affairs.
5. Leave application of students with delayed graduations of all programs and year 2 students of master's programs shall be approved by the department (graduate institute) chair and the counseling military training and education officer.
6. Leave of absence for work-study internships should be handled according to the regulations of each respective internship unit.

#### 第七條 實施與修訂

本辦法經學生事務會議通過，陳校長核定後公布實施，修訂時亦同。

#### Article 7 Implementation and Amendment

These guidelines are approved by the Student Affairs Meeting Committee and implemented upon the president's approval. The same procedure applies to any revisions.