

**文藻外語大學日間部學生請假辦法**  
**Wenzao Ursuline University of Languages Guidelines for Students in the**  
**Day Division Requesting Leave**

民國 94 年 04 月 20 日行政會議通過  
Approved at the Executive Committee meeting on April 20, 2005  
民國 96 年 12 月 18 日行政會議修訂通過  
Amended at the Executive Committee meeting on December 18, 2007  
民國 99 年 06 月 15 日行政會議修訂通過  
Amended at the Executive Committee meeting on June 15, 2010  
民國 100 年 06 月 14 日學生事務會議修訂通過  
Amended at the Student Affairs Committee meeting on June 14, 2011  
民國 100 年 07 月 28 日行政會議修訂通過  
Amended at the Executive Committee meeting on July 28, 2011  
民國 100 年 08 月 29 日經校長核定通過  
Ratified by the University President on August 29, 2011  
民國 101 年 06 月 05 日經學生事務會議通過  
Amended at the Student Affairs Committee meeting on June 5, 2012  
民國 101 年 06 月 26 日行政會議修訂通過  
Amended at the Executive Committee meeting on June 26, 2012  
民國 101 年 07 月 14 日經校長核定通過  
Ratified by the University President on July 14, 2012  
民國 102 年 12 月 17 日學生事務會議修訂通過  
Amended at the Student Affairs Committee meeting on December 17,  
2013  
民國 103 年 01 月 07 日行政會議修訂通過  
Amended at the Executive Committee meeting on January 7, 2014  
民國 103 年 1 月 28 日經校長核定通過  
Ratified by the University President on January 28, 2014  
民國 104 年 4 月 20 日學生事務會議修訂通過  
Amended at the Student Affairs Committee meeting on April 20,  
2015  
民國 104 年 6 月 2 日行政會議修訂通過  
Amended at the Executive Committee meeting on June 2, 2015  
民國 104 年 7 月 1 日經校長核定通過  
Ratified by the University President on July 1, 2015  
民國 105 年 5 月 24 日學生事務會議修訂通過  
Amended at the Student Affairs Committee meeting on May 24, 2016  
民國 105 年 07 月 05 日行政會議修訂通過  
Amended at the Executive Committee meeting on July 5, 2016  
民國 105 年 8 月 16 日校長核定通過  
Ratified by the University President on August 16, 2016  
民國 107 年 10 月 02 日學生事務會議修訂通過  
Amended at the Student Affairs Committee meeting on October 2,  
2018  
民國 108 年 1 月 8 日行政會議修訂通過  
Amended at the Executive Committee meeting on January 8, 2019  
民國 108 年 1 月 21 日校長核定通過  
Ratified by the University President on January 21, 2019  
民國 108 年 04 月 09 日學生事務會議修訂通過  
Amended at the Student Affairs Committee meeting on April 9, 2019  
民國 108 年 10 月 1 日行政會議修訂通過  
Amended at the Executive Committee meeting on October 1, 2019  
民國 108 年 10 月 20 日校長核定通過  
Ratified by the University President on October 20, 2019

民國 109 年 12 月 22 日學生事務會議修訂通過  
Amended at the Student Affairs Committee meeting on December 22,  
2020

民國 110 年 01 月 05 日行政會議修訂通過  
Amended at the Executive Committee meeting on January 5, 2021

民國 110 年 01 月 20 日校長核定通過  
Ratified by the University President on January 20, 2021

民國 111 年 05 月 31 日學生事務會議修訂通過  
Amended at the Student Affairs Committee meeting on May 31, 2022

民國 111 年 07 月 05 日行政會議修訂通過  
Amended at the Executive Committee meeting on July 5, 2022

民國 111 年 07 月 19 日校長核定通過  
Ratified by the University President on July 19, 2022

民國 113 年 01 月 02 日學生事務會議修訂通過  
Amended at the Student Affairs Committee meeting on Jan. 2, 2024

民國 113 年 02 月 06 日行政會議修正通過  
Amended at the Executive Committee meeting on Feb. 6, 2024

民國 113 年 02 月 23 日校長核定通過  
Ratified by the University President on Feb. 23, 2024

第一條 本校依據大學法之精神訂定「文藻外語大學日間部學生請假辦法」(以下簡稱本辦法)。

Article 1 The Wenzao Ursuline University of Languages (hereinafter referred to as “this/the University”) formulated the “Wenzao Ursuline University of Languages Guidelines for Students in the Day Division Requesting Leave” (hereinafter referred to as “these Guidelines”) pursuant to the University Act.

第二條 學生如因故不能上課或參加重要集會及其他規定之活動時，均應辦理請假手續，否則以曠課論。

Article 2 Students who are unable to attend classes, important assemblies, or other required activities shall complete the leave request procedure. Failure to do so will result in them being considered absent.

第三條 學生請假區分為病假、事假、公假(含法定傳染病需治療或隔離者)、喪假、婚假、產前假、分娩假、流產假、陪產假、天然災害假、生理假、骨髓或器官捐贈假、原住民族歲時祭儀假、**心理調適假**等十四種類別。

一、 病假：學生因病不能到校上課，家長或學生本人應先通知導師，並於七日內檢附證明文件(如本校衛生保健組、醫療單位開立之證明、收據等)，辦理請假手續。

二、 事假：應事先辦理；如為臨時發生，無法事先完成，得於三日內辦理請假手續。。

### 三、公假：

(一)法定傳染病需治療或隔離者，檢附衛福部立案醫療院所開立之證明，並於七日內辦理請假手續，如有特殊狀況，依據政府規定辦理。

(二)其餘公假應檢附證明事先辦理；含兵役體檢、因故出庭、實習面試、校外研習(會議、比賽或領獎活動)、校內(外)支援活動、校內各單位所辦的活動等；詳細規定應參照「文藻外語大學學生公假核准原則」。

四、喪假：應檢附證明或家長出具證明，直系血親、養父母、配偶及旁系血親二親等之喪假，最多七日，可分次辦理，超過七日以事假計算；其他親屬之喪葬以事假辦理。

五、婚假：應檢附證明，至多申請三日，應於結婚日前完成請假手續。

六、產前假：懷孕者，於分娩前給產前假八日，得分次申請，並於七日內檢附孕婦健康手冊辦理請假手續，不得保留至分娩後。

七、分娩假：分娩後給分娩假四十二日(不含例假日)，並於七日內檢附醫療單位開立之證明辦理請假手續。

八、流產假：檢附醫療單位開立之證明辦理。

(一)懷孕滿二十週以上流產者，流產假四十二日(不含例假日)。

(二)懷孕十二週以上未滿二十週流產者，流產假二十一日(不含例假日)。

(三)懷孕未滿十二週流產者，流產假十四日(不含例假日)。

九、陪產假：因配偶分娩給予陪產假二日，並於七日內檢附醫療單位開立之證明辦理請假手續。

十、天然災害假：依權責單位發布新聞為憑辦理，並於七日內檢附證明辦理請假手續。

十一、生理假：女生每個月視其實際狀況，至多可申請一日，並於七日內辦理請假手續。

十二、骨髓或器官捐贈假：因捐贈骨髓或器官者，並於事前檢附醫療單位開立之證明視實際需要給假。

- 十三、原住民族歲時祭儀假：具原住民身分之學生，得依原住民族委員會所公告之原住民族歲時祭儀日放假一日，並於事前辦理請假手續。
- 十四、心理調適假；一學期以五日為限，無須附證明（考試週除外，請檢附醫療證明），請假累計滿三日者，通知導師優先關懷，必要時由導師轉介至諮商與輔導中心協助。

Article 3 Students may apply for 14 types of leaves including medical leave, personal leave, official leave (including that for notifiable diseases that require treatment or isolation), bereavement leave, wedding leave, pre-maternity leave, maternity leave, miscarriage leave, paternity leave, natural disaster leave, menstrual leave, bone marrow and organ donation leave, indigenous ceremonial leave **and psychological Leave.**

1. Medical leave: When students are unable to attend classes due to medical reasons, they or their parents shall notify the class mentor immediately, and provide the documents of proof (e.g., proof and receipts issued by the Health Section of this University and medical units) **within 7 days** and complete the leave request procedure within one week.
2. Personal leave: Students shall apply for personal leaves in advance. If they are unable to do so because of unexpected events, they must complete the personal leave application within three days from the day they are absent.
3. Official leave:
  - (1) Students with notifiable diseases that require treatment or isolation are to provide documents of proof issued by medical institutions registered with the Ministry of Health and Welfare and complete the leave request procedure within 7 days. For special circumstances, relevant regulations formulated by the government will be in effect.
  - (2) Requests for other official leaves shall be made in advance, with documents of proof to be provided. Students may request for official leaves for the following reasons: military service physical examinations; court appearances; internship interviews; off-campus seminars, conferences, competitions, and award ceremonies; on-campus/off-campus support events; and events held by this University. For regulation details, please refer to the

“Wenzao Ursuline University of Languages The Principle of Students’ Official Leave.”

4. Bereavement leave: Students shall provide documents of proof issued by relevant units or their parents. A maximum of seven bereavement leave days, which can be taken nonconsecutively, are granted for the passing of lineal blood relatives, adoptive parents, spouses, and relatives by marriage within the second degree of kinship. For bereavement leaves exceeding seven days, the additional days will be counted as personal leaves. For the passing of other family members not described above, personal leaves shall be used.
5. Wedding leave: Students have to provide the documents of proof and are granted three wedding leave days. Wedding leave requests shall be completed prior to the weddings.
6. Pre-maternity leave: Eight pre-maternity leave days, which can be taken nonconsecutively, and please attach the maternity health handbook within seven days to complete the leave application process. Pre-maternity leave days may not be saved to be used after childbirth.
7. Maternity leave: Students are granted 42 maternity leave days (not including weekends and national holidays) after childbirth. And please attach the certificate issued by medical units within 7 days to complete the leave application process.
8. Miscarriage leave: Relevant documents of proof issued by medical units are to be provided.
  - (1) For miscarriage after over 20 weeks of pregnancy, 42 miscarriage leave days (not including weekends and national holidays) are granted.
  - (2) For miscarriage after 12 weeks of pregnancy (but less than 20 weeks), 21 miscarriage leave days (not including weekends and national holidays) are granted.
  - (3) For miscarriage after less than 12 weeks of pregnancy, 14 miscarriage leave days (not including weekends and national holidays) are granted.

9. Paternity leave: Students whose spouses have given birth are granted two paternity leave days. And please attach the certificate within seven days to complete the leave application process..
10. Natural disaster leave: Natural disaster leaves are granted or denied according to news released by the responsible competent authority. And please attach the certificate within seven days to complete the leave application process.
11. Menstrual leave: Female students may request a maximum of one menstrual leave day per month. And please attach the certificate within seven days to complete the leave application process.
12. Bone marrow or organ donation leave: For students donating bone marrows or organs, relevant documents of proof issued by medical units are to be provided.
13. Indigenous ceremonial leave: Indigenous students are granted an indigenous ceremonial leave day for indigenous rituals and ceremonies announced by the Council of Indigenous Peoples. And please complete the leave application process in advance.
14. Psychological Leave: Students may request a maximum of five days per semester, no proof required (except during exam weeks, please attach the certificate issued by medical units). Students who accumulate three days of leave should inform their class mentors for priority care, and if necessary, mentors may refer them to the Counseling and Guidance Center for assistance.

#### 第四條 請假原則：

- 一、請假採線上申請。
- 二、請假期限之天數計算自不能出席課程之當日起算為原則。
- 三、專科部一至三年級學生到校後因病、事需外出者，先至生活輔導組辦理臨時外出手續後憑單外出，屬緊急狀況應聯絡家長，學生應於事後按規定完成請假手續。
- 四、連續請假應詳列每日請假節數次。
- 五、如遇特殊情況無法完成請假，請至生活輔導組申辦

#### Article 4 Principles Governing Leave Requests:

1. Please submit your leave requests online.
2. The calculation of the duration of leave shall commence from the day the student is unable to attend classes as a principle.
3. Students in the first, second, and third years of Junior College who need an outing due to medical or personal reasons must acquire a temporary outing document from the Student Assistance Section. Parents shall be contacted if the outing is an emergency, and students shall complete the required leave procedure afterwards.
4. Students who take continuous leaves shall provide a detailed list of their daily leaves.
5. In case of special circumstances where it is not possible to complete the leave application, please proceed to the Student Assistance Section for assistance.

#### 第五條 准假程序：

- 一、學生線上申請，課程由任課老師簽准，重要集會及其他規定之活動則由班級導師簽准。
- 二、骨髓或器官捐贈假指導單位為衛生保健組、原住民族歲時祭儀假指導單位為原住民族學生資源中心、公假指導單位為公假申請單位。

#### Article 5 Procedure and authorities for approving leaves:

1. Student submit leave requests online. Regular courses approval required from the teaching instructor ; Important gatherings, non-curricular leave approval required from the class mentors.
2. The supervising units for bone marrow or organ donation leaves and indigenous ceremonial leaves are the Health Section and the Indigenous Student Resource Center, respectively ; Official leave is managed by the supervisory unit.

#### 第六條 由教務處安排之共同考試，期請假方式依教務處規定辦理。

Article 6 To request leaves from uniform exams by the Office of Academic Affairs shall be handled according to the regulations set forth by the Office of Academic Affairs.

第七條 請假所檢附之證明，如發現偽造或不實者，依「文藻外語大學學生獎懲辦法」議處。

Article 7 If the documents of proof used for leave requests are found to be forged or untrue, the “Wenzao Ursuline University of Languages Guidelines for Student Recognition and Discipline” will be in effect.

第八條 對公告之缺課紀錄有疑問者，應於公告日起一週內至生活輔導組查詢或申請更正。

Article 8 Students who have questions about their records of absences shall visit the Student Assistance Section to inquire or request corrections within one week from the day that the absences are announced.

第九條 本辦法經學生事務會議及行政會議通過，陳請校長核定後施行，修正時亦同。

Article 9 These Guidelines are in effect upon the approval of the Student Affairs and Executive Committee meetings and the ratification of the University President. The same procedure applies when amendments are made.