

# 文藻外語大學日間部學生請假辦法

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

第1條 依據大學法之精神制訂「文藻外語大學日間部學生請假辦法」(以下簡稱本辦法)。Developed in accordance with the spirit of university law, “Wenzao Ursuline University of Languages Guidelines for Requesting Leave” (the following abbreviates these measures)

第2條 學生如因故不能上課或參加集會及其他規定之活動時，均須辦理請假手續，否則以曠課論。Students who cannot attend class, important assemblies or other required activities must complete leave request procedures; otherwise, they are considered absent.

第3條 請假原則：Principles of leave

1. 請假採線上申請，惟定察生仍需印出紙本逐級簽核。Leave requests adopt online application, while only students under regular inspection need a printed version signed by each of the leave granting authorities.
2. 病假一律需檢附相關證明，其餘假別請假二日(含)以上應檢附相關證明文件。Medical leave and other leave requests that are over two or more days must submit with relevant documentation.
3. 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。Students in the first, second, and third years of Junior College that need an outing due to medical or personal reasons, must leave by means of acquiring a temporary outing document from the Student Assistance Section. Parents should be contacted if it's an emergency, and students should complete the required leave procedures after the event.
4. 連續請假應詳列每日請假節數次。Continuous leave requires a detailed list of daily leave.

第4條 學生請假區分為事假、病假、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、天然災害假及生理假等十種類別。Student may request 10 kinds of leave including personal leave, medical leave, official leave(including people who need treatment or isolation for a legal infectious disease), bereavement leave, wedding leave, prenatal leave, maternity leave, miscarriage leave, paternity leave, natural disaster leave and menstrual leave.

1. 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到校後一週內補辦請假手續。Medical leave: When a student cannot attend class due to medical reasons, the parents or the student must notify the class supervisor. Within one week after returning to the University, the student must complete procedures for requesting medical leave retroactively.
2. 事假：必須事先辦理；如為臨時發生，無法事先完成，需於事後3天內完成線上登錄辦理。Personal leave: Personal leave must be requested in advance; temporary occurrences must be requested within three days online after the occurrence.
3. 公假：必須事先辦理；學生兵役體檢、因故出庭、參加實習面試、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；詳細規定應參照學生公假核准原則。Official leave: official leave must be requested in advance; Students may request official leave for military service physical examinations, court appearances, off-campus seminars, conferences, competitions and award ceremonies. Official can also be requested for activities on or off campus. Detailed regulations appear in the Student Official Leave Approval Principles.
4. 喪假：須檢附證明或家長出具證明，直系血親、養父母及親兄妹之喪假，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。Bereavement leave: must submit with relevant

documentation or documentation from parents. A maximum of seven days, which can be taken separately, over seven days should be requested as personal leave. Can be granted for death of immediate family members, siblings or adoptive parents. For bereavement for other family members, personal leave should be requested.

5. 婚假：三日，必須事先辦理。Wedding leave: Three days are granted. They must be requested in advance.
6. 分娩假：分娩後給分娩假四十二日（不含例假日），持醫院證明文件辦理。Maternity leave: Forty-two days (not including holidays) are granted after childbirth. Maternity leave must be requested with documentation provided by a hospital.
7. 流產假：持醫院證明文件辦理。Miscarriage leave: Miscarriage leave must be requested with documentation provided by a hospital.
  - (1) 懷孕滿五個月以上流產者，流產假四十二日（不含例假日）。Forty-two days (not including holidays) of miscarriage leave are granted for pregnancies over five months.
  - (2) 懷孕三個月以上未滿五個月流產者，流產假二十一日（不含例假日）。Twenty-one days (not including holidays) of miscarriage leave are granted for pregnancies over three and under five months.
  - (3) 懷孕未滿三個月流產者，流產假十四日（不含例假日）。Fourteen days (not including holidays) of miscarriage leave are granted for pregnancies under three months.
8. 陪產假：二日，持醫院證明文件辦理。Paternity leave: Two days is granted for paternity leave. Hospital documentation must be presented to request leave.
9. 天然災害假：依權責單位發布新聞為憑辦理。Natural disaster leave: Can be requested using official news releases.
10. 生理假：女生每個月視其實際狀況，至多可申請一日。Menstrual leave: Female student may request a maximum of one day of leave per month.

#### 第5條 准假程序：Procedures and authorities for approving leave

1. 喪假、婚假、產前假、分娩假、流產假、陪產假、天然災害假及生理假等 7 種 1.7 kinds of leave including bereavement leave, wedding leave, prenatal leave, maternity leave, miscarriage leave, paternity leave, natural disaster leave and menstrual leave.
2. 法定假別，流程為：學生線上申請→導師審核→彙入操行管理系統→副本通知授課教師、學生本人及生活輔導組。The procedure for statutory leave: student online request→ class supervisor authorization→upload to conduct management system→ a copy notifies the class instructor, the student, and the Student Assistance Section.
3. 事、病假：學生線上申請→導師審核→授課教師審核→彙入操行管理系統→副本通知學生本人。Personal and medical leave: student online request→ class supervisor authorization→ class instructor authorization→ upload to conduct management system→a copy notifies the student.
4. 公假：Official leave

- (1) 學生線上申請→指導老師→指導老師之主管→生活輔導組承辦人→生活輔導組組長→導師→授課教師→彙入操行管理系統→副本通知學生本人。student online request→class supervisor→head of class supervisor→undertaker of Student Assistance Section→manager of Student Assistance Section→class supervisor→class instructor→upload to conduct management system→a copy notifies the student
- (2) 指導老師線上申請→指導老師之主管→生活輔導組承辦人→生活輔導組組長→導師→授課教師→彙入操行管理系統→副本通知學生本人。class supervisor online request→head of class supervisor→undertaker of Student Assistance Section→manager of Student Assistance Section→class supervisor→class instructor→upload to conduct management system→a copy notifies the student

第6條 由教務處所安排之學生共同考試時間，請假事宜依教務處公告事項辦理。急病者應於考試當節開始 20 分鐘內，以電話通知教務處課務組，並於當日將醫生證明送達，或以掛號寄至教務處課務組辦理(以郵戳為憑)。到校後將請假單會簽教務處課務組，辦妥請假手續。To request leave from a uniform exam scheduled by the Office of Academic Affairs, students must follow procedures stipulated by the Office of Academic Affairs. In cases of medical emergency, the Curriculum Section of the Office of Academic Affairs must be notified by phone within the first 20 minutes of the start of the exam period. On the same day, a doctor's note should be presented at or sent by registered mail to the Curriculum Section of the Office of Academic Affairs.(The postmark can serve as proof.) Students must complete leave-taking procedures at the Curriculum Section of the Office of Student Affairs upon their return.

第7條 未按規定辦理請假手續者，按情節輕重記申誡以上處分；請假所附證明，如發現不實亦同。Students who do not follow procedures for requesting leave or present false documentation to request leave may be given a warning or a more severe disciplinary action.

第8條 對公告之缺課記錄有疑問者，應於公告日起一週內至生活輔導組查詢或申請更正【遇有國定假日、本校補假，依假期日數順延】，逾時不受理。Students who have questions about records of absences should proceed to the Student Assistance Section to inquire or request a correction between the day absences are announced to the end of the business day on the following Friday. (The deadline is pushed back when there are holidays or make-up days.) Late inquiries or requests will not be accepted.

第9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。These Guidelines become effective after approval by the Student Affairs Committee and ratification by the University President. Amendments must follow the same procedure.