

# Yuan Ze University Student Leave Regulations

Approved at the 1st Student Affairs Guidance Committee Meeting on August 13, 1996

Amended and approved at the 2nd Student Affairs Guidance Committee Meeting on June 5, 1998

Amended and approved at the 1st Student Affairs Guidance Committee Meeting on November 5, 1998

Amended and approved at the 3rd Student Affairs Meeting on April 9, 2003

Amended and approved at the 1st Student Affairs Meeting on October 29, 2003

Amended and approved at the 5th Student Affairs Meeting on May 26, 2004

Amended and approved at the 2nd Student Affairs Meeting on January 16, 2008

Amended and approved at the 2nd Student Affairs Meeting on October 1, 2010

Amended and approved at the 3rd Student Affairs Meeting on May 14, 2014

Amended and approved at the 2nd Student Affairs Meeting on December 21, 2017

Amended and approved at the 5th Student Affairs Meeting on March 25, 2020

Amended and approved at the 2nd Student Affairs Meeting on October 4, 2023

Amended and approved at the 1st Student Affairs Meeting on December 31, 2025

## Article 1

These regulations are established to cultivate students' self-discipline and sense of responsibility, and to allow students who are unable to participate in coursework or matters concerning their rights and interests due to major incidents or illness to apply for leave.

## Article 2 Types of Leave

### 1. Personal Leave

For marriage, celebrations, or general personal matters. Applications must be submitted via the leave system within one week before the leave date (including the day of leave).

### 2. Sick Leave

Applications must be submitted within one week before or after the leave date via the leave system.

### 3. Maternity Leave

For pregnancy, childbirth, or miscarriage. Applications must be submitted within one week before or after the leave date, along with medical or birth certification.

- (1) 56 days for childbirth
  - (2) 28 days for miscarriage after 3 months of pregnancy
  - (3) 7 days for miscarriage before 3 months
- (All durations include weekends.)

### 4. Prenatal Leave

Up to 7 days before childbirth. Applications must be submitted within one week before or after the leave date, with supporting documents. Leave may be taken in installments.

**5. Menstrual Leave**

Female students experiencing difficulty attending classes due to menstruation may apply for 1 day per month (with at least 25 days between applications). No documentation required; must be applied within one week after the leave date.

**6. Mental Health Leave**

(1) Students unable to attend classes due to psychological or mental discomfort may apply without documentation within one week after the leave date. Limited to 3 days per semester.  
(2) If accumulated leave reaches 2 days in a semester, the advisor will be notified for priority care. If necessary, referral to the Counseling and Career Development Section will be made.

**7. Bereavement Leave**

For the death of relatives within the second degree of kinship. Applications must include an obituary or death certificate. Leave is limited to 10 days within 100 days per case and must be applied within one week before or after the leave date.

**8. Official Leave**

Applications must be submitted one week in advance. Supporting documents are required in the following cases:

- (1) Representing the university in official external activities or competitions
- (2) Attending university meetings
- (3) Assisting major campus events
- (4) Military service matters
- (5) Indigenous ceremonial observances (with household registration and official proof)

**9. Post-Disaster Reconstruction Leave**

(1) Students whose families are affected by natural disasters (e.g., typhoons, floods, earthquakes, landslides) may apply as needed without documentation, providing a brief explanation. Applications must be submitted within one week after the leave date.  
(2) Advisors will provide care; department chairs coordinate academic support; relevant units provide financial aid, emergency assistance, or counseling; the Campus Security Center monitors follow-up.

**10. Multicultural Leave**

For cultural, national, ethnic, religious, or traditional practices. Applications must be submitted one week in advance with supporting documents.

**Article 3 Approval Procedures**

1. Leave of 1–2 days: Approved automatically via the leave system.
2. Official leave or leave of 3 days or more:
  - (1) Must be submitted via the system
  - (2) Supporting documents must be provided to the Student Assistance Division within 3 days
  - (3) Failure to submit documents on time will result in denial

3. After approval, notifications will be sent via email to relevant faculty and the student.
4. For emergencies preventing prior application, students must submit documents within one week after the event.

#### **Article 4**

Respecting instructors' autonomy in teaching, students must apply for leave honestly via the system and inform instructors. Instructors have the authority to approve leave and determine its impact on academic performance.

#### **Article 5**

Any falsification of leave applications or supporting documents will be subject to disciplinary action in accordance with university regulations.

#### **Article 6**

For leave during examinations, students must submit applications and supporting documents and obtain instructor approval before arranging make-up exams.

#### **Article 7**

Any matters not covered herein shall be handled in accordance with the Academic Regulations.

#### **Article 8**

These regulations shall be implemented upon approval by the Student Affairs Meeting. The same applies to any amendments.