

# National Kaohsiung University of Hospitality and Tourism

## Student Leave Regulations

Approved at the 18<sup>th</sup> Administrative Committee Meeting on April 23, 1996  
Amended and approved at the 47<sup>th</sup> Administrative Committee Meeting on April 11, 2002  
Amended and approved at the 184<sup>th</sup> Administrative Committee Meeting on August 19, 2008  
Amended and approved at the 224<sup>th</sup> Administrative Committee Meeting on July 28, 2010  
Amended and approved at the 228<sup>th</sup> Expanded Administrative Committee Meeting on September 16, 2010  
Amended and approved at the 235<sup>th</sup> Administrative Committee Meeting on January 6, 2011  
Amended and approved at the 309<sup>th</sup> Administrative Committee Meeting on July 30, 2014  
Amended and approved at the 305<sup>th</sup> Expanded Administrative Committee Meeting on May 5, 2016  
Amended and approved at the 360<sup>th</sup> Administrative Committee Meeting on September 22, 2016  
Amended in accordance with NKUHT's Organizational Regulations approved by the Ministry of Education in Letter Tai Jiao Ji (2) Zi No. 1060179646 (under the existing position titles and organization names) on December 13, 2017  
Amended and approved at the 467<sup>th</sup> Administrative Committee Meeting on July 1, 2021

- Article 1. The National Kaohsiung University of Hospitality and Tourism Student Leave Regulations (hereinafter referred to as Regulations) are made in accordance with Article 16 of the National Kaohsiung University of Hospitality and Tourism Academic Rules. The purpose of the Regulations is to better understand students' lifestyles, physical and mental health conditions and to encourage them to focus on academic affairs.
- Article 2. Students who, for some reasons, are unable to attend classes, exams, registration meetings, service education sessions, or academically relevant activities (expanded weekly meetings, school anniversary ceremonies, first day of school ceremonies, or graduation ceremonies) shall apply for leave in accordance with the Regulations. Absences without leave are regarded as "unexcused absences".
- Article 3. Types of leave and required documentation are as follows:
1. Personal leave: Students shall submit documents from parents or guardians or other legitimate documentation. Students shall submit **household registration transcripts with detailed notes for a marriage leave, which should be completed within one week.**
  2. Sick leave: Students shall submit **diagnosis** certificates or receipts from NKUHT's Health Center or a **NHI contracted** clinic or hospital.
  3. Official business leave:
    - 3.1 Students who represent the school in internal or external affairs, activities, or competitions **have to present their respective proof of documents**; if more than **ten** students apply for an **official group leave**, they **have to print out their own individual class schedules** and present them to the class instructors involved; however, if the entire class is requested for an official group leave, the group has to inform the **Academic Affairs Office in accordance with the school administration system.**
    - 3.2 Military service: Students who apply for leave for military service shall submit relevant documentation from military agencies.
    - 3.3 Certification or national exam: Students who apply for leave for certification or national exams shall submit admission forms or documentation from government agencies.
    - 3.4 Internship interview, academic visit abroad, or internship visa: Students shall submit documentation from the departments, the Research and Development Office, or the International Affairs Office.
    - 3.5 Service agency assignment: Students representing agencies that they commit

their services to, shall submit official letters from these agencies.

- 3.6 Students with indigenous people status may ask for one day of official business leave for the traditional rituals and ceremonies of their respective indigenous peoples promulgated by the Council of Indigenous Peoples of the Executive Yuan via submitting their own household registration transcripts, household certificates, or documents issued by a government agency that prove their indigenous people status.**
  - 3.7 Students shall submit the proof of documents issued from relevant authorities to indicate that they are requested to testify in court based on the legal duty or act as crime victims in court.**
  - 3.8 Official business leaves may be granted in accordance with other regulations or provisions.**
4. Funeral leave: Students may ask for a seven-day funeral leave, which has to be completed within one hundred days. Any additional days over the seven-day funeral leave shall be deemed as personal leave. Students shall submit obituaries on which their own names among the names of their family members are listed, **household registration cancellation transcripts with detailed notes**, or certificates issued from chiefs or heads of their villages **or** death certificates. However, funeral leave is given only on the death of students' lineal blood relatives as well as collateral relatives by blood within second generations, or relatives, **guardians, and spouses** who live in the same household for the purpose of permanent cohabitation.
5. Pre-maternity leave, **maternity leave, and paternity leave**: Students who are pregnant or have given birth are entitled to apply for the leaves herein via presenting the certificates issued from a NHI contracted **clinic**, hospital, or above; **however, each type of the leaves is calculated on a weekly basis, including regular holidays, and the maternity leave has to be completed in one go.**
- 5.1 **Pre-maternity leave**: A **five-day** leave is granted to pregnant students before delivery. Pre-maternity leave may be split over multiple applications but shall not be retained until their post-delivery.
  - 5.2 **Maternity leave**: An **eight-week** leave is granted to those after delivery; **besides, other leaves are granted under the following circumstances.**
    - 5.2.1 A **four-week** leave is granted to those who suffer miscarriages when they have been **pregnant** for three months or more.
    - 5.2.2 A **one-week** leave is granted to those who suffer miscarriages when they have been pregnant for **two months** but less than three months.
    - 5.2.3 A **five-day** leave is granted to those who suffer miscarriages when they have been pregnant for less than two months.
  - 5.3 **Paternity leave**: A **five-day** leave is granted to students whose spouse is giving birth. Students shall submit certificates issued from a NHI contracted hospital; the leave has to be completed **during a total period of fifteen days covering the days on, before, and after the date of the delivery**. Paternity leave may be split over multiple applications.
6. **Menstrual leave**: A **one-day** leave is granted for females only which without the need of presenting any proof of documents. Students may apply for menstrual leave every twenty-two days as a cycle.

**Leaves not specified in the preceding paragraph shall be asked for as “personal leave.”** To apply for a leave, it is required to present, scan, and upload the proof of documents in electronic format. If a student is **found and proved** to falsify or forge a story, or **aggressively demand leave from a teacher**, the class missed will be deemed as the student's unexcused absence, and the student will receive penalty in accordance with NKUHT's “Student Merit and Penalty Regulations.”

Article 4. Leave application procedures, authority of granting leave, and **deadline for leave application**:

1. Students should fill out **“Personal Leave Application”** information into the **“Student Affairs Information System”** at the website of MyNKUHT.
2. **Having completed the online leave application and uploaded the proof of documents in electronic format, students do not need to print out the leave application, and the system will complete the online approval process; however, students whose conduct performance score is 68 or lower should also print out the leave application(standard A4 sheet) and bring it with them in person to go through the entire approval process within ten days, excluding the day students start the online leave application and holidays, but the entire approval process should be completed within three days upon the end of the course if the online leave application is filed when it is close to the end of the semester. The process required for the leave application procedures, authority of granting leave, and deadline for leave application are the same as that of the online leave approval process.**
3. **Authority of granting leave online is stipulated as the following:**
  - 3.1 Leave for **two days** or less: The leave application has to be **previewed** by the academic instructor and the **Student Services Section**, and then be approved by either the **counseling military instructor** or the chief of the Student Services Section.
  - 3.2 **Leave for three to six days:** The leave application has to be **previewed by the academic instructor, Department Chair, and the Student Services Section, and then to be approved by either the counseling military instructor or the chief of the Student Services Section.**
  - 3.3 Leave for more than seven days: The leave application has to be finally **approved** by the Dean of Student Affairs upon the completion of the **bureaucratic sign-off process.**
  - 3.4 **The leave application for official business leave, regardless of the duration, has to go through the bureaucratic sign-off process upon the completion of the sign-off of the Chair of the institute, department, or division (program).**
4. **Deadline for leave application:**
  - 4.1 **The calculation of deadline for online leave application for the following types includes holidays but excludes the beginning day:**
    - 4.1.1 **Personal leave:** Students should submit the online leave application in advance; however, in the case of unforeseen events or special circumstances, students should contact the Student Services Section within 10 days with the relevant proof of documents to make up for the leave application.
    - 4.1.2 **Menstrual leave:** Students are allowed to submit the online leave application three days before or three days after the event.
    - 4.1.3 **Official business leave, sick leave, maternity leave, and funeral leave:** Students are allowed to submit the online leave application either ten days before or ten days after the event.
  - 4.2 **The online leave application for all types of leave in the preceding item shall be completed within three days upon the end of the course in a semester.**
  - 4.3 Upon the completion of the **online** leave application, students **should always** check the **leave approval status in the online leave application system**, and

**remind the corresponding approver at each step of the process if a delay in approval occurs.** Students should proceed to contact the Student Services Section directly within **ten days** if they have any questions **after the online leave application. All questions will not be accepted if they are overdue.**

5. Leave application for registration meetings: The leave application for registration meetings must follow NKUHT's "Implementation Directions Governing Student Registration and Leave for Registration Meetings."
6. Labor education:
  - 6.1 Students who cannot attend labor education and classes for some reason shall ask for leave in accordance with the regular procedure.
  - 6.2 The **sign-off procedure** for leave for labor education shall **follow the process set by the Sports Competition and Campus Service Section of the Physical Education and Health Center.**

**Article 5. Class suspension application: In case of unexpected event occur, i.e., epidemics, typhoons, and so on or when government declare closures for schools and administration offices, students need not to apply for grant leave. Students' absence from the class should be permitted in accordance with either one of the following options:**

- 1. Print out the "Unexcused Absence Screenshot" and submit it to the lecturing instructor for sign-off.**
  - 2. Print out the "Class Suspension Application" with "No Leave, No Unexcused Absence, and No Score Deduction" being checked as the established reason.**
- Either one document stipulated in the preceding subparagraphs should be submitted to the Academic Affairs Office within one week.**

Article 6. Regulations regarding students' absences and unexcused absences:

1. In accordance with Article 37 of the Academic Rules, students whose total hours of absences – including personal, sick, official business, paternity, or funeral leave – and unexcused absences for a particular class equate to one third of the total hours of that class cannot attend the exam of that class.
2. Standards for deducting points for personal leave, sick leave, official business leave, absences, or unexcused absences are stipulated in the National Kaohsiung University of Hospitality and Tourism Student Conduct Performance Evaluation Regulations.
3. For students who are unable to attend school activities or meetings, actual hours of absences or unexcused absences are calculated and a length of less than 1 hour is counted as 1 hour.

Article 7. These Regulations were reviewed and approved at the Administrative Committee Meeting and then approved and enacted by the president. Future amendments to the Regulations must go through the same process.

**The unit accountable for this regulation: Student Services Section, Student Affairs Office**