Feng Chia University Leave of Absence Guidelines

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Article 1: Feng Chia University student leave of absences shall be handled in accordance with the provisions set out in these guidelines (Feng Chia University shall hereafter be referred to as ‘FCU’).

Article 2: Student leave of absences are divided into the following three categories:

1. Assignment leave;
2. Meeting leave (such as weekly meetings, freshmen development camps, off-campus meetings, extracurricular activities, and other specialized meetings or conferences); and
3. Examination leave.

Student leave of absences are further sub-divided into the following nine types:

1. General leave;
2. Sick leave;
3. Compassionate leave;
4. Official business leave;
5. Pregnancy leave;
6. Labor/Childbirth leave;
7. Maternity leave;
8. Pregnancy complication leave (such as miscarriages); and
9. Aboriginal ceremony leave.

Article 3: Student leave of absences are to be handled in the following manner:

1. For assignment and meeting leave of absences: students must register online, print out the leave of absence application form, have the form signed by the course instructor, and together with supporting documents taken to the academic advisor to be processed. Upon approval the leave shall take effect.
2. For examination leave: students apply directly with the Office of Academic Affairs.

Article 4: Leave of absence requests must be handled personally. Due to special circumstances (such as traffic accidents, pregnancy, labor/childbirth, maternity, miscarriages, or other significant events) which prevent the applicant from requesting a leave of absence in advance, students can commission a classmate or academic advisor to notify the course instructor and take charge of the necessary leave of absence procedures. Those who cannot request a leave of absence in advance have
one week (including holidays) to retroactively handle the leave of absence procedures by providing supporting documents and an explanation for the leave of absence.

Official business leave and aboriginal ceremony leave procedures must be completed in advance of the leave of absence.

Article 5: An unapproved absence from class is considered truancy. The course instructor may decide whether to lower a student’s grade due to absence or truancy from class. An unapproved meeting leave of absence will result in a one-point deduction from the student’s moral conduct grade.

Article 6: If a student is unable to take an examination due to a death in the family, serious illness, pregnancy, labor/childbirth, maternity, miscarriage, or other important matter, he/she must apply to the Office of Academic Affairs for an examination leave of absence within three days of the original examination date; to this end, the student must provide a diagnosis certificate from a regional or higher level hospital or its affiliated outpatient clinic, a death certificate of a family member, or a signed certificate from the executive of a related agency or unit. After approval is granted for an examination leave of absence, the student must take a make-up examination. The time and date of the make-up examination will be determined by the Office of Academic Affairs. Students who miss the make-up examination will not be allowed to re-apply for the make-up examination.

However, if the make-up examination is missed due to a death in the family, serious illness, pregnancy, labor/childbirth, maternity, or other important matter, and if the reason for the missed examination can be supported by a certificate or other supporting documents, the Office of Academic Affairs may arrange another make-up examination. The application deadline rule is the same as set out in the previous paragraph.

If a make-up examination is missed due to approved temporary leave, the student may not request a make-up examination upon re-enrollment.

Article 7: Students who require a leave of absence must provide the following supporting documents:

1. General leave: parent or guardian’s signature and relevant certificates.
2. Sick leave: within two days, a doctor’s note including a record of physical examination or diagnosis; after two days, a diagnosis certificate from a healthcare provider.
3. Compassionate leave: family member’s obituary or a death certificate. Compassionate leave is limited to one week.
4. Official business leave:
   i. Students representing FCU at an off-campus extracurricular activity or participating in a campus-wide activity must bring supporting documentation from the responsible unit, inform the department director, and then follow the standard procedures for applying for a leave of absence. If the leave of absence request is in regards to military service requirements, supporting documents from the military service organization must be provided.
ii. As a guiding principle, official business leave for on-campus activities and competitions is limited to three hours.

5. Pregnancy leave: leave of absence requests due to pregnancy (for reasons such as routine health checks or health management classes designed to prevent abortions or premature delivery) require supporting documents provided within one week of the leave of absence.

6. Labor/Childbirth leave: a baby’s birth certificate. Labor/childbirth leave is limited to forty-two days. Three-days of paternity leave shall be granted to the spouse or partner of the mother; the spouse or partner must apply separately and must complete the paternity leave procedures within three days of the baby’s birth.

7. Maternity leave: a child’s identification card. Maternity leave is valid only until the child turns three years old (three year maternity care may be granted due to a child’s medical care requirements, vaccinations, lack of family childcare, and other related matters).

8. Pregnancy complication leave: a diagnosis certificate from a hospital. Students who have a miscarriage less than eight weeks into the pregnancy are entitled to a five-day leave of absence, students who have a miscarriage between eight to twelve weeks are entitled to a seven-day leave of absence, and students who have a miscarriage after twelve weeks are entitled to a twenty-day leave of absence.

9. Aboriginal ceremony leave: supporting documents from a village chief are required in advance of the leave of absence.

Article 8: Newly married students shall be granted personal leave for a period of one week.

Article 9: Deleted.

Article 10: After a leave of absence, if a student is unable to return to school as scheduled, he/she should obtain the required documentation and apply for an extension to their leave of absence simply by filling out and submitting the online leave of absence application form on the day that they return to school.

Article 11: The Registration and Curriculum Section regularly provides electronic or written copies of leave of absence and attendance records to course instructors or academic advisors.

Article 12: These guidelines were adopted during an administrative meeting, ratified by the president of FCU, and promulgated. Revisions shall be handled in the same manner.

Article 13: In the event that the meaning, connotation, or interpretation expressed in these English-language guidelines differ from the original Chinese-language version, the Chinese-language version shall be taken to be correct and true.