

Kaohsiung Medical University Student Leave Request Regulations

September 29, 2008 Amended and passed by the 1st Student
Affairs Committee Meeting of the Academic Year 2008
October 3, 2008 Promulgated via the KMU official letter
Hsueh Wu Tzu No. 0971104571
June 4, 2014 Reviewed and passed by the 4th Student
Affairs Committee Meeting of the Academic Year 2013
August 1, 2014 Promulgated via the KMU official letter
Hsueh Wu Tzu No. 1031102465
October 20, 2014 Reviewed and passed by the 1st Student
Affairs Committee Meeting of the Academic Year 2014
April 28, 2015 Reviewed and passed by the 5th Student
Affairs Committee Meeting of the Academic Year 2014
June 18, 2015 Promulgated via the KMU official letter
Hsueh Wu Tzu No. 1041102007
July 1, 2015 Passed by the 6th Student Affairs Committee
Meeting of the Academic Year 2014
October 14, 2015 Passed by the 1st Student Affairs Meeting
of the Academic Year 2015
November 16, 2015 Promulgated via the KMU official
letter Hsueh Wu Tzu No. 1041103783
March 28, 2016 Passed by the 3rd Student Affairs Meeting
of the Academic Year 2015
March 28, 2017 Passed by the 4th Student Affairs Meeting
of the Academic Year 2016
September 4, 2020 Passed by the 1st Student Affairs
Meeting of the Academic Year 2020
September 26, 2020 Promulgated via the KMU official
letter Hsueh Wu Tzu No. 1091103013
May 4, 2022 Reviewed and passed by the 3rd Student
Affairs Meeting of the Academic Year 2021
May 20, 2022 Promulgated via the KMU official letter
Hsueh Wu Tzu No. 1111101953
December 8, 2023 Reviewed and passed by the 2nd Student
Affairs Meeting of the Academic Year 2023
January 4, 2024 Promulgated via the KMU official letter
Hsueh Wu Tzu No. 1121104454
October 18, 2024 Reviewed and passed by the 1st Student
Affairs Meeting of the Academic Year 2024
December 9, 2024 Promulgated via the KMU official letter
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Article 1 Kaohsiung Medical University (KMU or “the University”) formulates the KMU Student Leave Request Regulations (“the Regulations”) in accordance with Article 36 of its Academic Regulations.

Article 2 Unless otherwise provided, the leave approval process for students’ leave requests shall be handled in accordance with the Regulations.

Article 3 Students’ leave requests are divided into the following seven types:

1. Sick leave.
2. Menstrual leave.
3. Mental health leave.
4. Personal leave (including marriage leave and bereavement leave).
5. Official leave.
6. Maternity leave, prenatal checkup leave, childbirth leave, miscarriage leave, and paternity leave.
7. Assisted Reproduction Leave

Article 4 Students who are absent without requesting leave or without receiving approval for leave requests will be regarded as absent from school in accordance with Article 36 of the Academic Regulations. The same applies to students who do not attend classes or assemblies without receiving approval for leave requests. Punishment will be given in accordance with the Guidelines for the Student Conduct Grade Evaluation.

Article 5 Students shall request for leave in accordance with the following regulations:

1. Students shall fill out an online leave request form and upload relevant supporting documents as stipulated in the Regulations. The leave request shall be signed by their mentors, chairs, or deans to be considered complete. Any leave requested during midterm or final exams shall be approved by the Office of Academic Affairs.
2. Except for sick leave or personal or official leave in special circumstances, students shall request leave in advance and shall not complete the leave process retroactively.
3. If an extension of leave is required, supporting documents shall be uploaded before the original leave period ends. Students who fail to do so will be considered absent from school starting from the day the original leave period expires.

Article 6 Students who request sick leave for more than 3 days shall submit a certificate of diagnosis issued by the University-affiliated medical institution, public hospitals, or teaching hospitals. The leave request process shall be completed within 7 days after the students return to school.

Article 7 Menstrual leave: Students who request menstrual leave due to discomfort during their menstrual period do not need to submit supporting documents. However, menstrual leave is limited to one day per month.

Article 8 Mental health leave:

1. Students who have difficulty attending classes due to psychological or mental discomfort may request mental health leave for up to 3 days per semester without needing to submit supporting documents.
2. Mentors shall provide care to students who request mental health leave and refer them to the Student Counseling Center when necessary.
3. Students who have accumulated 3 days of mental health leave will be referred to the psychologists of their respective colleges for proactive care.

Article 9 Personal leave shall be handled in accordance with the following regulations:

1. Personal leave shall be requested in advance and shall be accompanied by relevant supporting documents if it exceeds 1 day.
2. In the event of emergencies or other special circumstances, students shall request leave online. If they are unable to submit their requests in advance, they shall notify their mentors orally and complete the leave process within 7 days after the leave period ends.

Article 10 Official leave will be granted to one of the following circumstances:

1. Students are officially selected by government agencies to represent the country in competitions or activities.
2. Students are approved to participate in official off-campus or intercollegiate activities or competitions on behalf of the University or their college/ department.
3. Students participate in official campus-wide activities or competitions organized by the University.
4. Students participate in various types of meetings convened by the University or are assigned official tasks.
5. Students who are obligated to fulfill military service or summoned in accordance with other government regulations.
6. Official leave shall be requested in advance, and supporting documents from relevant units shall be uploaded. Official leave requested for cross-college activities shall be approved by the President. Official leave requested for other matters shall be approved by the deans. Units requesting official leave shall notify student's department by providing the approved official letters (signed approvals). If the leave process cannot be handled in advance due to special circumstances, it shall be completed within 7 days after the leave period ends. Approved supporting documents shall also be uploaded; otherwise, the request will not be accepted.

Article 11 Indigenous students may request ceremonial leave for the annual rituals and ceremonies of their indigenous tribes. They shall submit their requests along with relevant supporting documents showing the schedule of Indigenous Ceremonial Holiday as announced by the Council of Indigenous Peoples of Executive Yuan.

Article 12 Maternity leave, prenatal checkup leave, childbirth leave, miscarriage leave, and paternity leave shall be handled in accordance with the following regulations:

1. Students who request leave for pregnancy shall provide a certificate of diagnosis issued by National Health Insurance-contracted hospitals or clinics within 1 week. This certificate will serve as a proof document for maternity leave and prenatal checkup leave. Departments (or graduate institutes) shall notify the mentors and instructors of the students within 3 days of approval. Students requesting leave in accordance with the provisions of the preceding paragraph will be granted 8 days of prenatal checkup leave before delivery. Prenatal checkup leave may be taken in installments but shall not be carried over after delivery.
2. After delivery, students will be granted 42 days of childbirth leave. Students who miscarry at or after 20 weeks of pregnancy will be granted 42 days of miscarriage leave. Students who miscarry at or after 12 weeks but before 20 weeks of pregnancy will be

granted 21 days of miscarriage leave. Students who miscarry before 12 weeks of pregnancy will be granted 14 days of miscarriage leave. Childbirth leave and miscarriage leave shall be taken consecutively and shall exclude holidays. If students have used up all prenatal leaves before delivery, and it is certified by medical institutions or doctors from remote areas without medical institutions to require additional leave, the students may request part of the childbirth leave before delivery. This is limited to 21 days and does not need to be taken consecutively. However, students who miscarry shall deduct the number of days of childbirth leave that have already been taken from their miscarriage leave and shall provide a certificate of diagnosis issued by doctors.

3. Students whose spouses deliver or miscarry at or after 20 weeks of pregnancy will be granted 7 days of paternity leave. Paternity leave may be requested in installments but shall be completed within a combination of 15 days (including holidays) before and after the date of delivery or miscarriage by their spouses. They shall provide a certificate of diagnosis issued by doctors.

4. Students who are unable to request maternity leave in person may notify their departments (or graduate institutes) by phone, letter, or through a representative, and they shall complete the leave request process retroactively within 7 days.

Article 13 Assisted Reproduction Leave: Assisted Reproduction Leave:

1. Female students undergoing assisted reproductive treatment are entitled to seven days of assisted reproduction leave per academic year. The leave may be taken in separate periods, with each instance being no less than half a day.

2. Students applying for assisted reproduction leave must submit a medical certificate issued by an assisted reproduction institution approved by the competent government authority.

Article 14 Students shall not engage in improper conduct during their leave and shall never falsify reasons for leave; otherwise, they will be handled in accordance with the Guidelines for Student Rewards and Punishments once verified.

Article 15 1. Student intern shall print a leave request form from the WAC information system to request leave in hard copy. The leave request will be processed in accordance with Article 5 of the Regulations after approval by the directors of their internship units.

2. In addition to complying with the leave regulations of their internship units, interns shall also fill out an online leave request form for verification and record-keeping by the Office of Student Affairs.

Article 16 No leave is allowed during midterm or final exams. However, students who are unable to attend midterm or final exams due to official tasks, medical emergencies, delivery, the passing of close relatives, or sudden unforeseeable circumstances may request leave in accordance with Article 25 of the Academic Regulations of the University.

Article 17 Authorities to grant leave: Leaves of 3 days or less will be granted by mentors; leaves of 4 to 7 days will be granted by chairs (directors); leaves of 8 days or more will be forwarded to deans for approval.

Article 18 The Regulations shall be passed by the Student Affairs Meeting and then implemented on the date of promulgation. The same procedure shall apply to any amendments.