

# Taipei Municipal Yangming High School Student Leave Regulation

**I.** Students who are unable to attend classes, join meetings or participate in various activities on time for any reason shall follow the leave regulation to ask for leave. Or it will be considered absenteeism.

**II.** The following type of leave:

**1.** Personal Leave - Due to the certain personal issue and unable to attend to school classes

**2.** Sick Leave (including menstrual leave) – Due to the illness or have period pain and unable to attend school classes.

**3.** Official Leave - Due to government agencies or school official business and unable to attend school classes.

**4.** Bereavement Leave - Due to bereavement of student immediate family members (including grandfather and grandmother) can apply for 7 days bereavement leaves. Sibling deaths can apply for 3 days bereavement leave.

**5.** Temporarily Go Out- Student shall fill the go out application form (red and white form each) and approved by tutor, counseling instructor (school security staff), then fill the go out register. Take your go out application form (the white one) and submit it to the gate room. But students still have to follow the leave regulation to apply for leave after that.

**6.** Maternity Leave (Pre-Maternity Leave, Paternity Leave, Miscarriage Leave, Accompanying Maternity Leave, Parental Leave) – Student shall submit the relevant supporting documents.

**(1.)** Maternity Leave: Students due to childbirth and unable to attend school shall apply for maternity leave and submit a certificate issued by a hospital or clinic of the health insurance bureau. And it is not included in personal leave, sick leave in the semester. But it is not considered as perfect attendance.

**a.** Pre-Maternity Leave: Students who apply for pre-maternity leave can be granted 8 days of maternity leave before giving birth, and the application can be divided into multiples and shall not be reserved until after the childbirth.

**b.** Miscarriage Leave: Student who pregnant more than 5 months and miscarriage, can be granted 6 weeks of miscarriage leave (included holiday); Student who pregnant 3 months less than 5 months and miscarriage, can be granted 28 days of miscarriage leave (included holiday); Student who pregnant less than 3 months and miscarriage, can be granted 14 days of miscarriage leave (included holiday) and shall have all leave at once.

**c.** Maternity Leave: After childbirth, can be granted 7 weeks of maternity leave (included holiday) and shall have all leave at once.

**(2.)** Accompanying Maternity Leave: Due to spouse childbirth can be granted 3 days of accompanying maternity leave. Accompanying maternity leave can be divided into multiples apply and shall apply within 3 days before spouse childbirth.

**(3.)** Parental leave: Students due to nurture or take care of less than 3 years old sons and daughters can apply for parental leave.

### **III. Responsible Of Student Leave**

1. Within 1 day (inclusive), it shall be approved by the tutor, counseling instructor (school security staff).
2. Within 3 days, it shall be approved by the tutor, counseling instructor (school security staff), guidance and counseling section chief.
3. Within 1 week, it shall be approved by the tutor, counseling instructor (school security staff), guidance and counseling section chief, student affairs director.
4. Over 1 week, it shall be approved by the tutor, counseling instructor (school security staff), guidance and counseling section chief, student affairs director to sign and must submit to the principal for approval.

### **IV. Procedure of asking for leave of absence:**

1. Signature approved by parents.
2. Certificate document:
  - (1.) Sick leave shall submit a certificate issued by a hospital or clinic of the health insurance bureau.
  - (2.) Official leave shall first fill in a 2-part receipt and submit the government agencies certificate. Official leave shall be approved by the teacher who sends the student a mission.
  - (3.) Personal leave shall submit a signed certificate, bereavement leave shall submit the death certificates or obituary.
  - (4.) Maternity Leave (Pre-Maternity Leave, Paternity Leave, Miscarriage Leave, Accompanying Maternity Leave, Parental Leave) – Student shall submit the relevant supporting documents.
3. Approved by the tutor, counseling instructor (school security staff) signed approved certificates.
4. Compliance with “V.” of leave regulations of time limit.
5. Register by Student affairs division registration staff.

### **V. Leave regulations of time limit:**

1. Personal Leave and Official Leave - Except for special occurrence or emergency and have been approved, students shall apply leave procedure and register in advance, the special reason shall be completed for leave procedure within 5 days.
2. Sick Leave – Due to illness and unable to attempt school, pregnancy discomforts or childbirth, they shall complete leave procedure within 5 days when students recover and return to school.
3. Bereavement Leave - Shall submit the death certificates or obituary. When students come back to school, they shall complete leave procedure within 5 days.

**VI.** In the regular examination students are not allowed to ask for a leave, except for the student who suffers from a serious illness and submit a certificate issued by a hospital or clinic of the health insurance bureau, or having bereavement and submit the death certificates or obituary. Parents shall come or call to the student affairs section and go through the leave application procedure before 9:00 AM.

**VII.** If there is any forgery on the reasons for leave and the supporting documents, the absence will be regarded as truancy, and it will be handled as forgery by relevant regulations of punishments.

**VIII.** According to the high school student learning assessment, being absent from school for more than 42 lessons (including 42) of the total teaching hours in the semester, will report to the student affairs, and execute the regulation.

**IX.** Students unable to attend school due to illness or accidents. Parents shall call the military instructors' office before 9:00 AM Military Instructors' Office number: 28316675 Ext.134.

**X.** Time limit to apply for a leave: Student shall complete the leave apply procedure from the day of student apply for leave within 5 days (class period). If not, it will be regarded as truancy.

**XI.** If the student's leave card has run out, lost or hard to identify student class, seat, name and ID. Please fill in the leave request form. It shall be approved by parent, tutor, counseling instructor (school security staff). Then apply to the guidance and counseling section when the procedure of rule (including 600 words reflection) completed. (New cards shall mark change or reissue.)

**XII.** Student official leave supplementary provision:

1. Principles for approving clubs to participate in extra-school activity or competitions:

(1.) Receive the assignment from educational institutions (education bureau or ministry of education) - shall be approved by principal's signature.

(2.) Other government agencies assignment:

a. If assignment is mandatory, then participate in.

b. If assignment is not mandatory, it will be reviewed for its necessity.

(3.) Civil organization invitation:

a. Sports competition shall be reviewed and signed by the physical education section.

b. If the club type of activities or competition time is during school time, it will disagree in principle.

c. Parents shall sign the letter of agreement when it is approved.

d. If extra-school activity or competition is approved. Students can apply for an official leave when extra-school activity or competition time is during school time.

2. If the club represents the school and joins the extra-school activity or competition and needs extra time to practice, students can use a project proposal to apply 4 hours of official leave in the same time period and apply to the student activities section. But students shall submit an application before 7 days. Then the student activities section will notify the tutor, subject teacher, discipline section and office of general affairs to coordinate the venue for practice.

3. If a school club plans to host an entire school's event, they shall be well-planned. And submit the activity application to the student activities section before 2 weeks. Students can apply for a project proposal for 4-8 hours of official leave if it needs extra time to arrange or layout.

4. Other cases are not allowed to apply for official leave.

**XIII.** If there are any matters not covered by student leave regulations may revise or supplement the regulation. The regulations or any amendment to the regulations are implemented by the approval of the Principal.