National Taiwan Normal University Faculty and Research Staff Leave of Absence Application Form（國立臺灣師範大學教師及研究人員請假單）

(For domestic travel only. For overseas trips please use other form.) Date: Y M D

Applicant	Office/Department	Job Title	Name	Part-time Administrative Position	Office/Department	Job title

Signature of Administrative Deputy	

Type of Leave	☐Official Leave ☐Personal Leave ☐Sick Leave ☐Marriage Leave ☐Prenatal Leave	☐Maternity Leave ☐Miscarriage Leave ☐Bereavement Leave ☐Other (Please Specify)	Length of Absence	**From:** Y M D Hr. **To:** Y M D Hr. **Total:** Days: Hours:

Reasons for Leave of Absence		Reason for Make-up Leave of Absence Application	(Only required if leave of absence was taken without prior application)
Arrangements for Make-up classes (Subject/Date/ Times)	☐No classes fall within dates of travel		

Note: Please remember to attach all necessary documentation

Organizing Departments	Office of Academic Affairs Curriculum Division		Approval	Department /Institute Head	Approval of the President
	Personnel Office			College Dean	

Regulations concerning leave of absence:

1. Personal Leave: Limited to seven (7) days per academic year. For personal leave in excess of this number, salary deduction shall be carried out in accordance to the number of excess days taken.
2. Sick Leave: Limited to 28 days per academic year. If the length of sick leave exceeds 28 days in total, the excess days shall be subtracted from the applicant's personal leave. However, for serious illnesses that require a period of long convalesce, sick leave may be extended with the approval of the President of the

University.

3. Marriage Leave: Limited to 14 days (leave must be taken within one (1) month of marriage).
4. Prenatal Leave: Limited to eight (8) days. Leave may be taken in installments. Prenatal leave cannot be taken following childbirth.
5. Maternity Leave: 42 days are given for leave following birth. Leave can only be taken in a single continuous period.
6. Miscarriage Leave: In the case of miscarriage after 20 weeks of pregnancy, 42 days of leave are given; in the case of miscarriage after 12 to 20 weeks of pregnancy, 21 days of leave are given; in the case of miscarriage within 12 weeks of pregnancy, 14 days of leave are given. Miscarriage leave can only be taken in a single continuous period.
7. Paternity Leave: A period of five (5) days are given for paternity leave. Leave must be taken in a period within 15 days prior or following childbirth.
8. Bereavement Leave: In the case of the passing of a parent or spouse, 15 days are given for bereavement leave; in the case of the passing of a step-parent, spouse's parent, or child, 10 days are given for bereavement leave; in the case of the passing of a great-grandparent, grandparent, spouse's grandparent, spouse's step-parent, or one's sibling, five (5) days are given for bereavement leave. Bereavement leave may be taken in installments; however, installments shall not be shorter than half a day and shall be taken within 100 days of the passing of the family member.
9. When applying for maternity leave, miscarriage leave, paternity leave, or sick leave for a period longer than two (2) days, a physician's note or documentation from a legally registered medical institution shall be required.
10. Relevant supporting documentation is required when requesting official leave (e.g. a conference notice or itinerary in addition to approval from the President of the University.
11. When applying for leave please fill out the relevant form. Once your leave has been officially approved, you may then proceed to leave campus. However, in the case of sudden sickness or other emergencies, co-workers or family members may handle the application process on your behalf. Authorization for leave of absence shall be carried out as detailed below:
    (1) Leave of absence and official leave for First-level Directors shall require the approval of the President of the University.
    (2) In the case of Department/Institute Heads and Second-level Administrators, for a leave of absence or official leave that runs longer than five (5) days, approval by the President of the University is required; for a leave of absence or official leave that runs less than five (5) days, approval by a College Dean or a First-level Director shall be required instead.
    (3) In that case of Faculty and Administrative Personnel, for a leave of absence or official leave that runs longer than five (5) days, approval by a College Dean or First-level Director shall be required; for a leave of absence or official leave that runs less than five (5) days, approval by a Department/Institute Head or Second-level Administrator shall be required instead.
    (4) Extensions for sick leave and occupational sickness leave shall require the approval of the President of the University.