

# Student Rules for Taking Leave at KCIS Linkou Campus (Secondary School)

## 林口康橋國際學校中學部學生請假規定

109.08.25 簽呈核定

(簽呈文號：〈2020〉林口康橋林口校區中學部學務處字第 052 號)

(109.08.28 校務會議通過)

### I. Based on 依據：

- A. “Regulations for Senior High School Student Evaluation and Assessment”  
released by Ministry of Education (2014.01.08.)  
教育部「高級中等學校學生學習評量辦法」(2014.01.08)
- B. “Regulations for Primary and Junior High School Student Evaluation and Assessment”  
released by Ministry of Education(2015.01.07.)  
教育部「國民小學及國民中學學生成績評量準則」(2015.01.07)
- C. Kang Chiao's "High School Taking Leave and Absences Rules" (OS017) and "Middle School Taking Leave Rules" (OS004-9)  
本校「高中部學生請假與缺曠課處理規則」(OS017)及「國中部學生請假規則」(OS004-9)  
修訂。

### II. Purpose 目的：

Monitor students' attendance to ensure their safety and right to learn.

掌握全體學生到校上課或參加集會之動態，確實維護學生學習權益及安全。

### III. Types of Personal Leave and Explanation 請假類別及說明：

When students are unable to come to school, they shall adhere to the following guidelines and procedures to take personal leave from school.

本校學生因故不能到校時，須依本辦法辦理請假手續。

The types of leave are: personal leave, sick leave, authorized leave, funeral leave, and others (prenatal leave, maternity leave, paternity leave, miscarriage leave, parental leave, etc.).

請假類別分為事假、病假、公假、喪假及其它假（產前假、產假、陪產假、流產假、育嬰假）等。

- A. Students will be marked as 'absent' if they did not apply for leave.

學生未到課者視為「缺課」，因故得請事假、病假、公假、喪假及其它假（產前假、產假、陪產假、流產假、育嬰假）等，未經請假或請假不准者為「曠課」。

- B. Personal Leave 事假：

1. If students are unable to come to school for valid reasons, they shall apply for personal leave one day in advance.

因不得已之事故不能到校上課者，須於請假日期前一日完成辦理請假手續，經學校核准後生效。

2. If students are unable to come to school for emergency reasons, the parent or guardian shall notify DSA by 10AM on the day of leave. Students still have to apply for personal leave within 10 days after returning to the school or students will be marked as absent or “unauthorized leave”.

若因緊急事故不能到校者，須由家長或監護人於上午八至十時，以電話或具函向學務處報備，且仍須於返校後十日內完成請假手續，否則事後補假一律以曠課論。

3. If students have to leave the school during school time, they must apply for Early Release.

They may leave the school after getting approval from their homeroom teacher, Transportation Section, Dorm Section, and Discipline Section with the parent's confirmation. 如有特殊事故須中途離校，須申請臨時離校，經導師與家長聯繫同意後，導師、交通組、舍務(住宿生)、生輔組核章後方可離校。

4. Students are NOT allowed to leave the school during exam time, excepting unusual and approved incidents.

考試期間一律不准請事假，如遇重大事故經核定者不在此限。

#### C. Sick Leave 病假：

1. If a student is unable to attend school because of illness/ sickness, the parent or guardian shall notify DSA by 10AM on the day of leave. After the student returns to school, he/she shall submit the sick leave form signed by the parent or guardian. Students who need to take 1 or 2 days sick leave are required to fill out a leave form on which the leave description should be completed and signed by the parent or guardian; and an official medical receipt/documentation should be attached. If students need to take more than 3 days sick leaves, they are required to submit an official doctor's diagnosis along with the leave form. Regardless of how many days of sick leave students take, they shall complete and submit the sick leave form within 10 days after returning to the school, otherwise the students will be marked as absent.

因病不能到校上課者須由家長或監護人(學生本人無效)於當日上午八至十時，以電話向學務處報備，且於返校後出具家長或監護人證明；如病假一日至二日者則家長應附說明或出具就醫證明(收據)；如病假三日(含)以上者則須另附醫院診斷證明書。無論病假幾日，皆須於返校後十日內完成請假手續，否則以曠課論。

2. If students need to leave school during class hours due to illness, they will have to receive approval from the nurse (who has already contacted the parents), homeroom teacher, Transportation Section, Dorm Section and Discipline Coordinator, or else the student is not allowed to leave school.

臨時病假必須中途離校時，視病況由本校健康中心出具證明，經聯絡家長，並由導師、交通組、舍務組(住宿生)、生輔組長核准後方可離校，否則以不假外出論處。

3. If students take a rest at the Health Center during class time, the students shall register via the health clinic's online sign-in system, ask for the leave note from the School Nurse, and complete the sick leave process.

身體不適於健康中心休息者，除須於「保健室線上掛號系統」登入學生資料外，事後須請護理師開立證明，並完成請假手續。

#### D. Authorized Leave 公假：

1. If a student is assigned by the school to represent Kang Chiao for any competitions or public services, the relevant sections applying for authorized leave shall provide proof from the government or related organizations. The application will be valid after receiving approval from the homeroom teacher, Discipline Section, DAA, related sections/ departments, and DSA Director.

經校內單位選派代表學校參加校外活動或公眾服務或各項競賽活動者或校內公差勤務等得請公假；其公假申請，需具有政府機關或相關團體出具之證明文件，應由業管(推派)單位將公假資訊逐級呈送導師、生輔組及教務處等相關單位會簽俟學務主任核定後，始為有效。

2. Students may be granted authorized leave for activities unrelated to Kang Chiao if they meet one of the following requirements:

非校內單位推派之其餘各類公假，其類別定義如下：

(1) Students who volunteer to participate in competitions outside of school (representing the country or city) shall be permitted to request authorized leave from the relevant sections/ departments.

自行參加校外各項競賽活動(需代表縣市或國家出賽), 經相關業管行政單位同意公假資格簽報奉核定者。

(2) If students are invited to a government or conscription agency event, they have to submit the documentation and apply for the authorized leave.

應役政單位或其他政府機關之要求或邀約, 出具證明文件者。學生須持相關證明(公文)至相關單位申請公假。

#### E. Funeral Leave 喪假：

1. Applies only when a student needs to take funeral leave for immediate family members (distant family members will count as personal leave).

學生請假時以近親(三等親)之喪事為原則, 遠親之喪事比照事假辦理。喪假手續按事假辦理。

2. The student must apply for funeral leave the day before, and parents shall attach proof of the family member's death to finish taking funeral leave. If the leave is taken on consecutive days, the student shall make up for the funeral leave within 100 days after the death of the family member.

須於請假前一日, 由本人或家長(監護人)檢附死亡證明(訃聞)完成請假手續。如分次申請, 但應於過世之日起百日內請畢。

3. For the death of an immediate family member, a student may take:

Up to 5 days funeral leave for the death of a parent or grandparent.

Up to 3 days funeral leave for the death of a sibling.

直系親屬(父母親、祖父母及外祖父母)過世准予喪假五天, 旁系親屬(限兄弟姐妹)過世准予喪假三天。

#### F. Others (prenatal leave, maternity leave, paternity leave, miscarriage leave, parental leave, etc.)

其它假(產前假、產假、陪產假、流產假、育嬰假): 由生輔組專案處理。

1. Prenatal leave and maternity leave: if a student needs to be excused from school due to labor, she shall apply for proof or obtain a doctor's note from the hospital or clinic in order to take maternity leave. For personal leave before labor, the student shall apply separately. She will have to apply separately for each of the 8 days of pre-labor leave that she is entitled to.

After giving birth, the maternity leave is 56 days (including holidays and weekends).

產前假、產假: 學生因懷孕請產假(產前假)時, 應檢具健保局特約醫院或診所出具之證明文件請假。產前假八日得分次申請, 不得保留至分娩後。於分娩後, 給產假五十六日(含例假日)。

2. Paternity leave: If a student's spouse is giving birth, he is allowed to take 3 days paternity leave. The student will need to apply for proof within 10 days after the birth, but it is recommended to complete the application process within 3 days after the birth (not including holidays).

陪產假: 因配偶分娩者, 得請陪產假三日, 並於配偶分娩日起算十日內(含例假日)檢附生產證明及關係證明文件請假。但應於配偶分娩日前後三日內請畢, 例假日順延之。

3. Miscarriage leave: If a student has a miscarriage after 5 or more months of pregnancy, miscarriage leave will be 42 days; for students who miscarried between 3-5 months of pregnancy, the miscarriage leave will be 21 days; for miscarriage less than 3 months of pregnancy, the miscarriage leave is 14 days.

流產假: 懷孕滿五個月以上流產者, 給流產假四十二日; 懷孕三個月以上未滿五個月流

產者，給流產假二十一日；懷孕未滿三個月流產者，給流產假十四日。

4. Maternity, as well as Miscarriage leave shall be taken at once and consecutively. Maternity leave shall be applied for in advance before labor.

產假及流產假應一次請畢。即將分娩前，已請畢產前假，且經醫療機構或偏遠地區未設醫療機構之醫師證明，確有需要請假者，得於分娩前申請娩假。但流產者，其流產假扣除已請之娩假日數。

5. Parental leave: If a student's child is less than 3 years old, she shall present a doctor's note or other proof from the hospital or clinic that she needs to take leave.

育嬰假：學生因哺育三歲以下幼兒之突發狀況需請育嬰假時，應檢具健保局特約醫院或診所出具之證明文件請假，惟請假時間與修業年限合計不得超過五年。

6. If students are unable to attend important school assemblies, they shall follow the school guidelines for taking leave, or be counted as absent.

學生因故不能參加競賽或規定之集會時，須依請假規定辦理，否則與上課缺席同。

- IV. Students shall finish applying for leave within 10 days after returning from being absent (including holidays and weekends). The DSA will not accept any applications more than 10 days after the date of absence.

請假程序限於返校十日內（含例假日），由該生返校後以證明文件連同佐證資料補辦正式請假手續，始得銷假。否則以曠課論。

- V. Students who are unable to return to school after approved leave shall be required to provide proof from a parent/ guardian or metropolitan hospital shall be provided to prolong the absence period. Students will be marked absent if they didn't complete the application for leave within 10 days after returning to school.

請假期滿仍不能到校上課時，得於假滿前由家長或區域型以上醫院出具證明申請續假，並於假滿返校後十日內完成請假手續，否則以曠課論。

- VI. Acceptance of different types of leave

准假權限：各式請假學生需填寫請假申請。

- A. Absences of 1-2 days: need approval from homeroom teacher and Discipline Section.

一日以上兩日(含)以內者需經由導師簽請生輔組批准登記。

- B. 3-5 days: need approval from homeroom teacher, Discipline Section, and DSA Director

三日(含)以上至五日(含)以內者需經由導師、生輔組後簽請學務主任批准登記。

- C. Over 6 days: need approval from homeroom teacher, Discipline Section, DSA Director, and Principal.

六日(含)以上者需經由導師、生輔組、學務主任後簽請校長批准登記。

- D. If a student is absent for more than 3 days, parents shall inform the school as to the reason and submit related proof for the absence.

超過三日以上長假，除填寫請假申請，應附家長說明及相關證明影本。

- VII. Procedure for taking leave 請假手續：

- A. Students should follow the rules to submit the leave form. Students need to submit the form with the approval from DAA or IPD, when there are scheduled assessments during the leave.

凡請假之學生須先填寫請假申請，按前項准假權限辦理，若請假期間遇考試時，則需會簽教務處或國際處。

- B. Students who apply for five (or more) days of personal leave shall complete the application and obtain approval from the DSA ONE DAY before the leave. The DSA will assist the cancellation of meals and meal fee refunds.

學生如自行請假連續五日(含)以上者，應於請假日一日前完成請假手續並經學務處核准後，始可由學務處協助辦理停止供餐及餐費退費相關事宜。

C. Related sections/ departments shall complete the application for the students who have five or more days of authorized leave. The Discipline Section will inform the related sections/ departments and the DGA after approval and assist with the cancellation of meals and refunds of meal fee.

學生公假期間達五日(含)以上，完成請假程序後由生輔組通知業管單位審核通過時一併發出停餐通知予總務處，並協助辦理餐費退費事宜。

VIII. If the school finds the student's proof or signature to have been faked, the personal leave will not be approved. The student will be marked absent and will face consequences according to "Student Policy for Reward and Punishment at KCIS Linkou Campus (Secondary School)".

學生請假之事由、證明文件及有關人員簽章等，如發現有虛構或欺瞞不實者，除以曠課列記外，並按情節之輕重依本校「學生獎懲實施辦法」議處。

IX. When there is any school assembly that a student can't take part in, they must take leave. For those who are absent, they will be marked absent and face consequences according to "Student Policy for Reward and Punishment at KCIS Linkou Campus (Secondary School)".

重大集會(午間集會)不得無故請假，缺席者依本校「學生獎懲實施辦法」議處。

X. If students are more than five minutes late for any class period, nap time, and general assembly, they will be marked as late.

上課、午休及集會鐘聲響逾五分鐘未到者以曠課論(不得請假)，五分鐘內以遲到論。

XI. Students will only be permitted to take leave during the periods of important activities, events or midterm/final exams in the case of emergency or serious illness. Otherwise, penalty will be applied according to "Student Policy for Reward and Punishment at KCIS Linkou Campus (Secondary School)". Students should submit the leave form with leave description signed by the parent. Students should also submit leave form with DAA or IPD's approval, when there are scheduled assessments during the leave.

學生於開學日、結業日、期中、末考或學科競試等重大考試期間，非因重病或其他特殊事故，不得無故請假，無故缺席者依本校「學生獎懲實施辦法」議處。如須請假，除填寫請假申請，並附家長說明及相關證明影本。若請假期間遇考試時，應先經教務處或國際處核准，否則不予補考。

XII. When the leave is approved, students should take the make-up exam on the day when they return to school. Students who miss an exam without valid excuses are not granted a makeup exam, and the exam score will be counted as zero.

學生定期評量或競試，因故經准假缺考者，准予銷假後應立即補考並於學期成績結算前辦理。無故缺考者，不得補考，其成績以零分計算。前項補考成績依下列規定計算：

A. For authorized leave, funeral leave, or natural disasters, the make-up exam score will be calculated accordingly.

因公、喪請假或不可抗力事件缺考者，按實得分數計算。

B. For sick leave, if the make-up score is under 60, then that score will be recorded. However, if it's over 60, 10% will be subtracted from the score. If a student has a note from the hospital, their score will be recorded exactly as what they got.

因病請假缺考者，於其成績在六十分以下者，依實得分數計算；超過六十分者，其超過部分以百分之九十計算。持住院醫生證明者依實得分數計算。

C. For personal leave, any score over 60 will be deducted by 30%.

因事請假缺考者，其成績在六十分以下者，依實得分數計算；超過六十分者，其超過部分以百分之七十計算。

XIII. If the school approves the student's authorized leave, personal leave, sick leave, funeral leave, and other leave, etc., the student's score will be counted as a zero if the total absence is greater than

one-third of the total number of classes.

學生缺課除因公假、病假、產前假、娩假、流產假、育嬰假、生理假、喪假或其他特殊事故，經學校核准給假外，其缺課節數達該科目全學期教學總節數三分之一者，該科目成績以零分計算。

XIV. Senior high school students whose absences (including personal, sick, funeral leave, and other reasons) accumulate to 50% of their whole-semester attendance, or 42 periods, shall have their continued enrollment reviewed by a school panel.

高中學生除公假外，全學期缺課節數達教學總節數二分之一，或曠課累積達四十二節者，經提學生事務相關會議後，應依法令規定進行適性輔導及適性教育處置。

XV. Please use Student System to apply for leave. The leave form can be obtained from the DSA Discipline Section.

請至學生系統中進行請假申請或至生輔組索取請假卡。

Absentee Notecard: The first slip will go to the DSA and the second slip will be kept by the student.

Please keep the student copy until the end of the semester.

請假卡保存方式：第一聯送生輔組，第二聯自存，保存至期末成績核對無誤後。

XVI. These regulations shall take effect upon the Principal's approval. The same applies to any amendments.

本辦法呈請 校長核定公布後實施，修正時亦同。