

# 高雄醫學大學教職員工請假辦法

## Leave Regulations for Faculty and Staff

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第 1 條 本校為教職員工請假有所依循，特訂定本辦法。  
Article 1 KMU has established the Leave Regulations for Faculty and Staff (hereinafter referred to as "the Regulations") to provide a basis for faculty and staff to take leave.

第 2 條 本校編制內專任教職員工、專案教師、軍訓教官、約僱職員工、技工、工友、  
Article 2 駐衛警察、司機之請假，除法令另有規定外，悉依本辦法之規定辦理。  
Unless otherwise provided by laws and regulations, leave requests from full-time faculty and staff employed within the establishment staffing of KMU, project teachers, military training instructors, contract employees, technical workers, janitors, security guards, and drivers shall be handled in accordance with the provisions of the Regulations.

本校所聘僱非前項所指人員，其請假規定另訂之。

The rules for leave requests from personnel hired by KMU who are not referred to in the preceding paragraph shall be separately formulated.

第 3 條 教職員工之請假，依下列規定：

Article 3 Leave requests from faculty and staff shall be handled in accordance with the following provisions:

一、事假（含家庭照顧假）：

1. Personal leave(including the Family Care Leave)

因有事故必須親自處理者，得請事假，每學年事假合計給予十四日。因個人進修或研究者應提出計畫書，經核准者，不在此限，惟延長事假請假日數計算不扣除例假日。

Those who have to deal with personal affairs may ask for leave for personal affairs. A total of 14 days for the leave for personal affairs is given per academic year. Those who are approved to engage in further study or research shall be exempted from this limitation. However, the days of regular holidays will not be deducted from the extended days of the leave for personal affairs.

家庭成員預防接種、發生嚴重之疾病或其他重大事故須親自照顧時，得請家庭照顧假，每學年准給七日，其請假日數併入事假計算。

When family members need to be taken care of due to vaccination, serious illness, or other major accidents, faculty and staff may apply for family care leave, which is granted 7 days per academic year. The number of days taken is included in the calculation of the leave for personal affairs.

事假及家庭照顧假合計超過七日者，自第八日起按日扣全薪。約僱人員請事假按日扣薪。請假原因經主管認定有需要者，得要求提供證明或更正為休假。

If the total number of days of leave for personal affairs and the leave for family care exceeds 7 days, the full salary will be deducted daily starting from the eighth day. Contract employees who take leave for personal affairs will have their salaries deducted daily. It may be required to provide proof of the reason for the leave if the supervisor deems it necessary, and it may be corrected as taking annual leave.

## 二、病假（含生理假）：

### 2. Sick leave (including menstrual leave):

因疾病或醫師診斷需安胎休養者，其治療或休養期間，得請病假，每學年合計准予三十日。

Those who need to rest and recuperate due to illness or medical diagnosis may take sick leave during the treatment or rest period, with 30 days allowed per academic year.

女性教職員工因生理日致工作有困難者，每月得請生理假一日，全學年請假日數未逾三日，不併入病假計算，其餘日數併入病假計算。其超過規定日數者，以事假抵銷。

Female faculty and staff member who encounter difficulties in their work due to the menstrual period may take one day of menstrual leave per month. If the number of days taken during the entire academic year does not exceed three, it will not be counted as sick leave. From the fourth day onwards, it will be included in the calculation of sick leave. If it exceeds the prescribed number of days, it shall be offset by the leave for personal affairs.

患重病非短時間所能治癒或因安胎經醫師診斷確有需要請假休養者，於依規定核給之病假、事假及休假均請畢後，經專案申請核准得延長之。其延長期間自第一次請延長病假之首日起算，二學年內合併計算不得超過一年。但銷假上班一年以上者，其延長病假得重行起算。請延長病假跨越二學年度者，其假期之計算應扣除各學年度得請事、病假之日數。病假可扣除例假日，但延長病假不得扣除。請延長傷病假者，本校得通知其至區域以上醫院覆檢，並提出證明療養期間之診斷書。病假之延長已達規定期限未治癒者（以連續二學年度計算），應予以退職。其退職已逾一年以上者，不得復職。但其服務年資，如合於退休或資遣者，得辦理退休或資遣。

For those suffering from serious illnesses requiring an extended period for recovery or necessitating maternity leave as diagnosed by a physician, after utilizing the allocated sick leave, personal leave, and annual leave according to regulations, an extension may be granted upon special application. The extension period shall be counted from the first day of the extended sick leave, not exceeding one year when aggregated within two academic years. However, for those who have returned to work for over a year and then apply for an extension of sick leave, the sick leave extension may be recalculated. In cases where the extended sick leave spans two academic years, the calculation of leave days shall deduct the days of sick leave and personal leave taken in each academic year. Sick leave can be deducted for regular days off but extended sick leave cannot. If an extension of sick leave is requested, the university may require the individual to undergo re-examination at a regional or higher-level hospital and provide a medical diagnosis during the convalescence period. Those whose sick leave extensions have exceeded the stipulated period without

recovery (calculated over two consecutive academic years) shall be subject to separation from employment. Those who have been terminated for over a year shall not be eligible for re-employment. However, those with sufficient years of service, as appropriate for retirement or severance, may proceed with retirement or severance procedures.

病假逾六個月以上者扣除部份全薪，其扣除辦法如下：  
For those who have been on sick leave for more than six months, part of their full salary shall be deducted. The deduction method is as follows:

(一)年資累計十年以下扣三分之一全薪。

(1) One-third of the full salary will be deducted if the accumulated seniority is less than ten years.

(二)年資累計十年以上未滿二十年扣除五分之一全薪。

(2) One-fifth of the full salary will be deducted if the accumulated seniority is more than ten years but less than twenty years.

(三)年資累計二十年以上不扣薪資。

(3) No deduction of salary for more than 20 years of accumulated seniority.

約僱人員病假一年內未超過三十日部份，工資折半發給，累計三十日以上按日停薪。

The contract employees who are on sick leave for less than 30 days within one year shall receive half of their salaries, and their salaries shall be suspended on a daily basis if the total sick leave has exceeded 30 days.

### 三、婚假：

#### 3. Marriage leave:

結婚者給婚假十四日，可分次請及扣除例假日，並自結婚登記之日前十日起三個月內請畢。但因特殊事由經學校核准者，得於一年內請畢。

Married individuals are entitled to fourteen days of marriage leave, which can be taken intermittently and deducted from regular days off, and must be taken within three months starting from ten days before the date of marriage registration. However, with approval from the university due to special circumstances, marriage leave may be taken within one year.

### 四、人工生殖假：

#### 4. Assisted reproductive leave:

女性教職員工有進行人工生殖療程者，每年給人工生殖假七日，得分次申請。

Female faculty and staff undergoing assisted reproductive treatment are entitled to seven days of leave each year for this purpose, which can be taken in multiple segments.

### 五、產前（檢）假：

#### 5. Pre-maternity leave:

懷孕者分娩前，給產前（檢）假八日，得分次申請，不得保留至分娩後。

Before giving birth, pregnant women are entitled to eight days of pre-maternity leave, which may be taken intermittently, and shall not be applied after delivery.

### 六、娩假（含流產假）：

#### 6. Maternity leave (including miscarriage leave):

分娩後，給娩假四十二日；懷孕滿二十週以上流產者，給流產假四十二日；懷孕十二週以上未滿二十週流產者，給流產假二十一日；懷孕未滿十二週流產者，給流產假十四日。娩假及流產假應一次請畢，須扣除例假日。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，得於分娩前先申請部分娩假，並以二十一日為限，不限一次請畢。但流產者，其流產假應扣除已請之娩假日數。

After childbirth, forty-two days of maternity leave are granted. Those who experience a miscarriage after twenty weeks of pregnancy are entitled to forty-two days of miscarriage leave. Those who experience a miscarriage after twelve weeks but less than twenty weeks of pregnancy are entitled to twenty-one days of miscarriage leave, while those who experience a miscarriage before twelve weeks of pregnancy are entitled to fourteen days of miscarriage leave. Maternity leave and miscarriage leave must be taken at once and should deduct regular days off. If an individual has already taken all pre-maternity leave before childbirth and, with certification from a medical institution or a physician in remote areas where medical facilities are not available, proves the necessity of leave, partial maternity leave may be applied for before childbirth with a limit of twenty-one days, without restriction on the number of times it can be taken. However, for those who experience a miscarriage, the days of miscarriage leave should deduct the days of maternity leave already taken.

#### 七、陪產檢及陪產假：

##### 7. Pregnancy checkup accompaniment and paternity leave:

陪伴配偶妊娠產檢或配偶分娩或懷孕滿二十週以上流產時，給予陪產檢及陪產假七日，得分次申請，但陪產檢除於配偶妊娠期間請假外，陪產之請假，應於配偶之分娩或流產當日及其前後合計十五日（含例假日）期間內為之。

7 days shall be given for an employee who applies for pregnancy checkup accompaniment and paternity leave based on accompanying their spouse for prenatal checkups, childbirth, or miscarriage following a pregnancy of 20 weeks and above. Such leave may be taken intermittently. Except that the pregnancy checkup leave shall only be applicable during the gestation period of the spouses, employees shall have paternity leave during a 15-day window (regular days off included) before and after the day their spouses are in labor or miscarriage.

#### 八、喪假：

##### 8. Funeral leave:

(一)配偶死亡，給予喪假二十一日。

(1) 21 days of funeral leave shall be granted for the death of the spouse.

(二)父母死亡，給予喪假十五日。

(2) 15 days of funeral leave shall be granted for the death of a parent.

(三)繼父母、配偶之父母、子女死亡，給予喪假十日。

(3) 10 days of funeral leave shall be granted for the death of a stepparent, spouse's parent, or child.

(四)本人之祖父母死亡，給予喪假六日。

(4) 6 days of funeral leave shall be granted for the death of a grandparent.

(五)曾祖父母、配偶之祖父母、配偶之繼父母、兄弟姊妹死亡，給予喪假五日。

(5) 5 days of funeral leave shall be granted for the death of a great-grandparent, grandparent of the spouse, stepparent of spouse, or sibling.

除繼父母、配偶之繼父母，以本人或其配偶於成年前受該繼父母扶養或於該繼父母死亡前仍與共居者為限外，其餘喪假應以原因發生時所存在之天然血親或擬制血親為限。喪假可扣除例假日，如有分次請，應於百日內完成。

Only the relative mentioned above shall be considered as the faculty and staff's blood relative or constructive (statutory) blood relatives on the date of their death, except for the step-parent of employees or their spouse, who had raised

them before they grew up, or lived together with them until the date of death.

Funeral leave can deduct regular days off, and if taken intermittently, it should be completed within a hundred days.

第 4 條 Article 4 子女未滿二歲須教職員工親自哺（集）乳者，每日給哺（集）乳時間六十分鐘。每日正常工作時間以外之延長工作時間達一小時以上者，另給予哺（集）乳時間三十分鐘。哺（集）乳時間，視為工作時間。

For individuals who need to feed their babies under two years old or need to collect breast milk, they shall be provided with the time for feeding or breast milk collection sixty minutes a day. For those who work overtime for more than 1 hour of daily normal work hours, they shall be given an additional thirty minutes for feeding or breast milk collection. The time for feeding or breast milk collection shall be deemed as working time.

為撫育未滿三歲子女，得向學校申請調整工作時間，或每日減少工作時間一小時；但減少的工作時間，不得請求報酬。

To raise children under three years old, one may apply to the school to adjust working hours or reduce working hours by one hour per day. But no compensation shall be paid for the reduced working time.

第 5 條 Article 5 任職滿六個月以上、子女滿三歲以前至其滿三歲止，得請育嬰留職停薪二年。同時撫育二名以上應合併計算，最長以最幼子女受撫育二年為限；留職停薪期間，每次以不少於六個月為原則。但有少於六個月之需求者，得以不低於三十日之期間，向學校提出申請，並以二次為限。

Those who have been in service for six months may apply for parental leave without pay before any of their children reach the age of three years old. The period of this leave is until their children reach the age of three years old but may not exceed two years. For those who raise over two children at the same time, the period of their parental leave shall be calculated aggregately and the maximum period shall be limited to two years received by the youngest child. The duration of unpaid parental leave shall not be, in principle, less than six months each time. If an individual needs to take the leave for less than six months, he/she may file the application with the school for the leave persisting for no less than 30 days for a maximum of two times.

育嬰留職停薪申請至遲應於十日前填具申請表檢附證明文件提出。The application for parental leave without pay shall be submitted no later than 10 days in advance by filling out the application form and submitting supporting documents. 育嬰留職停薪期間，不得有受僱其它單位、自行營業等情事，違者視同自請離職。留職停薪期滿前二十日內應填表申請復職。

During the parental leave without pay, school staff are not allowed to be employed by other units or run their businesses. Violators shall be deemed to have resigned from the school. Within 20 days before the expiration of the parental leave without pay, a form shall be filled out to apply for reinstatement.

第 6 條 Article 6 有下列各款情事之一者，酌予公假（含公傷假）：

Those who fall under any of the following circumstances shall be granted official leave (including occupational injury and sickness leave):

一、奉派參加政府召集之集會。

1. Assigned to participate in meetings convened by the government.

二、奉派考察或參加國際會議。

2. Assigned to participate in study tours or attend international conferences.

三、依法受各種兵役召集。

3. Assigned to provide various military services in accordance with the law.

四、參加政府依法主辦之各項投票。

4. Participate in various voting organized by the government in accordance with the

law.

- 五、因執行職務或上下班途中發生危險以致傷病，必須休養或療治，其期間在二年以內。
5. Those suffering injury or illness caused by danger during the performance of duties or commuting who require recuperation or medical treatment for less than two years.
- 六、參加政府舉辦與職務有關之考試，經本校同意。
6. Participate in government-sponsored job-related examinations with the consent of KMU.
- 七、奉派或奉准參加與其職務有關之訓練進修，其期間在一年以內者。
7. Those who are assigned or authorized to participate in training or further study related to their duties for less than one year.
- 八、參加本校舉辦之活動，經本校同意。
8. Participate in activities organized and approved by KMU
- 九、應國內外機關團體或學校邀請，參加與其職務有關之各項會議或活動，或執行與職務有關研究，或基於法定義務出席作證、答辯，經本校同意。
9. At the invitation of domestic and foreign government organizations or schools, participate in various meetings or activities related to their duties, or conduct research related to their duties, or attend testimony and defense in accordance with legal obligations, with the consent of KMU.
- 十、因法定傳染病經各級衛生主管機關認定應強制隔離。但因可歸責於當事人事由而罹病者，不在此限。
10. Compulsory quarantine shall be imposed due to notifiable infectious diseases as recognized by the competent health authorities at all levels. However, such a case does not include those who fall ill due to causes attributable to the parties concerned.
- 十一、其他依國家法令或依本校相關法規規定，或經校方專案核定應給公假者。
11. Other individuals who are required to be granted official leave in accordance with national laws and acts, relevant laws and regulations of KMU, or the school authority's special approval.

公假期間之給予由學校視實際需要酌定，但公傷假以病發一年為最長期限，俟一年後再專案評估。請公傷假已滿二年期限，仍不能銷假者，應予留職停薪或依法辦理退休或資遣。但留職停薪係因執行職務且情況特殊者，得由學校審酌延長之；其延長以一年為限。

The duration of official leave is determined by KMU according to actual needs, but the maximum period of occupational injury and sickness leave is one year after the onset of injury or illness, and a special evaluation will be conducted after one year. Those who have completed the two-year occupational injury and sickness leave and still cannot cure the injury or illness shall extend the leave without pay, or retire or be dismissed in accordance with the law. However, if the extension of the leave without pay is due to the performance of duties and special circumstances, it may be extended at the discretion of KMU. The extension is limited to one year.

參加國外實體國際會議之公假日數以會期加二日（亞太地區）或會期加四日（亞太地區以外）。參加國外實體國際會議有關之其他衛星會議，其會期可給予公假，惟不得超過五日。

The official leave for participating in an overseas international physical meeting may be increased by two days (Asia-Pacific Region) or four days (outside Asia-Pacific

Region). A period not exceeding 5 days of official leave is granted for participating in other satellite meetings related to the overseas international physical meeting.

參加國外線上國際會議之公假日數以會期為準。

The official leave for participating in overseas online international conferences is based on the duration of the conference.

公假之核示應檢附有關文件，原則上薪資照給，且不扣除例假日，但本校有其他規定或經專案核定者，從其規定或核定。

The approval of official leave shall be supported by relevant documents. In principle, salaries shall be paid without deducting regular days off. However, if there are other regulations or dedicated proposals approved by KMU, it will follow those regulations or approvals.

第 7 條  
Article 7

教職員工依其到校服務年資及軍訓教官依其任官日服務年資按週年制給予下列休假日數，除適用勞動基準法者外，年度終結或契約終止前未休畢者，視同放棄。

School staff and military training instructors will be given official leave based on their years of service at KMU. Except for those cases where the Labor Standards Act applies, any official leave not taken by the end of the year or before the termination of the contract shall be deemed to be forfeited.

一、六個月以上一年未滿者，三日。

1. Three days for service seniority of six months or more but less than one year.

二、一年以上二年未滿者，七日。

2. Seven days for service seniority of one year or more but less than two years.

三、二年以上三年未滿者，十日。

3. Ten days for service seniority of two years or more but less than three years.

四、三年以上五年未滿者，每年十四日。

4. Fourteen days for service seniority of three years or more but less than five years.

五、五年以上十年未滿者，每年十五日。

5. Fifteen days for service seniority of five years or more but less than ten years.

六、十年以上者，每一年加給一日，加至三十日為止。

6. One additional day for each year of service seniority over ten years up to a maximum of thirty days.

教職員工納編前之約僱年資、借調年資可併計。教職員工於離職後，再進入本校服務，離職日前之年資可併計。

Faculty and staff's seniority from contract employment and secondment before being employed within the establishment staffing of KMU may be accumulated. If a faculty and staff member enters the service of the school after leaving the school, his/her years of service prior to the date of leaving the school will be accumulated too.

校外機構借調至本校教師按其至本校報到時所提供之專任教師起資日，準用本條第一項各款規定核給休假日數。

Teachers seconded from off-campus institutions to KMU shall be granted annual leave in accordance with the start date of their seniority as full-time teachers certified

by the document presented when they arrive at KMU, and the provisions of the first paragraph of this article shall apply.

第 8 條 Article 8 具原住民族身分者，於依紀念日及節日實施辦法由原住民族委員會所公告之各該原住民族歲時祭儀放假日，得檢具戶籍謄本或戶口名簿等足資證明其族別之文件，辦理放假。

Those with indigenous identity shall be granted leave for the indigenous rituals and ceremonies of each indigenous ethnic group according to the Regulations for the Implementation of Anniversaries and Festivals and the announcement of the Council of Indigenous Peoples, and are requested to apply for the leave by presenting documents proving their ethnicity, such as the copy of household transcript or the household certificate.

第 9 條 Article 9 事假、家庭照顧假、休假、病假、婚假、生理假、產前（檢）假、陪產檢及陪產假、公假、公傷假及喪假，得以半小時請假。人工生殖假及分娩前先申請部分娩假，每次請假應至少半日。

Personal leave, family care leave, annual leave, sick leave, marriage leave, menstrual leave, pre-maternity leave, pregnancy checkup accompany and paternity leave, official leave, occupational injury and sickness leave, and funeral leave may be taken in half-hour increments. Assisted reproductive leave and each maternity leave before giving birth, shall be taken at least half a day.

第 10 條 Article 10 教授研究年休假之有關規定，另訂之。

The relevant provisions for sabbatical leave of professors shall be set out separately.

第 11 條 Article 11 教職員工寒暑假期間應到校上班，暑期慰勞假之有關規定，另公告之。

Article 11 Faculty and staff are required to work during the summer and winter vacations, and the rules for the summer appreciation days off shall be announced separately.

第 12 條 Article 12 請假應於請假日前三日填具請假單敘明理由，並依請假程序分層負責精神按規定遞陳，經核准後方得離開工作崗位或不出勤。

A leave application form shall be filled in three days before the leave with the reasons stated. The form shall be submitted hierarchically and responsibly according to the leave application procedures. Only after approval can one leave the job or not attend work.

因緊急事故未能依前項手續申請者，於請假原因發生時得委託同事、家屬、親友代辦手續，或於事發當日陳報主管後，於三日內補辦請假程序。如本校要求需補述理由或提供證明文件，應於七日內提送，否則得以曠職論。

Those who are unable to apply for leave in accordance with the procedures mentioned in the preceding paragraph due to an emergency may entrust colleagues, family members, or friends to handle the procedures on their behalves, or report to their supervisor on the day of the incident and complete the leave procedures within three days. If KMU requires supplements on the reasons or proof documents, they should be submitted within seven days. Otherwise, it will be considered as absenteeism.

第 13 條 Article 13 請假應有職務代理人，並按職務類別不同及年資、階位之順序指定代理人代理職務，代理人應盡善良管理人之責，善盡職務之代理。代理人於代理期間不得請假，如因特別原因須請假者，應增設複代理人或事先告知本人另增設複代理人。複代理人之選定及職責比照代理人之規定。

Leave requests should have a designated substitute responsible for duties, and depending on the category of duties, seniority, and position, a substitute should be appointed in order of priority. The substitute shall exercise the due care of a good administrator in performing the duties diligently. Substitutes are not permitted to take



leave during their substitution period. In case of exceptional circumstances requiring leave, additional substitute(s) should be appointed, or the person should be informed in advance to appoint additional substitute(s). The selection and responsibilities of additional substitutes shall follow the same regulations as those for the primary substitute.

第 14 條  
Article 14

請二日以上病假或人工生殖假、產前（檢）假、娩假、流產假、育嬰留職停薪、陪產檢及陪產假、婚假、喪假、公假、公傷假應檢附相關佐證資料如下：

Please provide the following supporting documents for sick leave of two days or more, or assisted reproductive leave, pre-maternity leave, maternity leave, miscarriage leave, parental leave without pay, pregnancy checkup accompaniment and paternity leave, marriage leave, funeral leave, official leave, and occupational injury and sickness leave:

一、二日以上病假：應附醫師診斷證明。

1. Sick leave of two days or more: A physician's diagnosis certificate shall be attached.

二、人工生殖假：應附衛生福利部許可之人工生殖機構診斷證明。

2. Assisted reproductive leave: A diagnosis certificate from an assisted reproductive institution approved by the Ministry of Health and Welfare shall be attached.

三、產前（檢）假、陪產檢及陪產假、娩（流產）假：應附「孕婦健康手冊」（媽媽手冊）、醫師診斷證明或出生證明等相關證明文件。

3. Pre-maternity leave, pregnancy checkup accompaniment and paternity leave, and maternity (miscarriage) leave: Relevant supporting documents such as the "Maternal Health Handbook" (Mother's Handbook), physician's diagnosis certificate, or birth certificate shall be attached.

四、婚假：應附戶籍登記資料，如於結婚登記日前請假，得以結婚囍帖先行請假，戶籍登記資料後補。

4. Marriage leave: Household registration information shall be attached. Those who take leave before the date of marriage registration may apply with the wedding invitation cards attached first, and supplement the household registration information later.

五、喪假：應附訃聞或除戶證明或死亡證明書，如無法顯示親屬關係者，應另附戶籍文件。

5. Funeral leave: An obituary or proof of household cancelation or death certificate shall be attached. If it fails to prove family relation, a separate household registration document shall be attached.

六、育嬰留職停薪、公假、公傷假：應附奉核簽呈、文件或申請表。

6. Parental leave without pay, official leave, and occupational injury and sickness leave: Leave request shall be submitted with relevant approval, document, or application form attached.

第 15 條  
Article 15

未經請假而擅離職守、逾期請假且無正當理由、假期已滿仍未銷假返校工作及休逾應休假日者，概以曠職論，並按日扣薪及依本校職員工獎懲辦法議處。

Those who leave their duties without permission, fail to finish the leave application procedure timely without justifiable reasons, fail to return to school for work after the leave has expired, or take more than the vacation days available shall be deemed as

absenteeism, thus their salaries shall be deducted on daily basis and punished in accordance with KMU's Regulations on Staff Rewards and Punishments.

第 16 條 本校附屬機構及相關事業之職員工請假辦法，另訂之。

Article 16 The regulations on leave for employees of affiliated institutions and related undertakings of KMU shall be formulated separately.

第 17 條 本辦法經校務會議審議通過後，自公布日起實施，修正時亦同。

Article 17 After being reviewed and approved by the University Council, the Regulations shall be implemented from the date of publication, and the same applies to amendments.