

## Kaohsiung Medical University Faculty and Staff Leave Approval Levels

### Faculty Leave Approval Levels

Approval Level	Department Director	School/ Department Chair	College Dean	Office/Center/ Division Director/Head	HR Director	Office/Center Vice President/ Director	Secretary General	Senior Vice President	President
Faculty without Administrative Position (School of Medicine)	⊙								
Faculty without Administrative Position (Non-School of Medicine)		⊙							
Associate School Chair, Department Director		⊙							
Associate College Dean, School/Department Chair, Institute/Program Director	(*)		⊙						
College Director (Clinical Departments)	(*)	*	⊙						
College Dean		*			*		⊙		
Associate Vice President, Office/Center/ Division Director/Head (Secretary)	(*)	*				⊙			
Vice President, Dean	(*)	*			*		⊙		
Secretary General	(*)	*			*			⊙	
Senior Vice President		*	*						⊙
President									⊙

#### Notes:

1. \* = Review, ⊙ = Final Approval
2. Official business leave requests must be reviewed up to the unit's primary supervisor.

## Staff Leave Approval Levels

Approval Level	Department Director	School/ Department Chair	College Dean	Office/Center/ Division Director/Head	HR Director	Office/Center Vice President/ Director	Secretary General	Senior Vice President	President
Staff without Administrative Position (Department)	⊙								
Staff without Administrative Position (School/Department)		⊙							
Staff without Administrative Position (College)			⊙						
Staff without Administrative Position (Office/Center)				*		⊙			
College Secretary			⊙						
Associate Vice President, Office/Center/ Division Director/Head (Secretary)						⊙			
Office/Center Director					*		⊙		

### Notes:

- \* = Review, ⊙ = Final Approval
- Official business leave requests must be reviewed up to the unit's primary supervisor.