

## Supporting Document List for Online Leave Application

Leave type	Document(s) required	Duration <i>(Late submission will not be accepted)</i>	Notes
Menstrual leave	No documents required	Within two days	If you need to apply for a second menstrual leave within the same month, you must apply for sick leave with approval certificate from the professor.
Sick leave	1. Receipt OR 2. Doctor's prescription OR 3. Diagnosis report	Within two days (For severe illnesses, please apply within one week.)	Do not upload any pictures of wounds or medicines.
Hospitalization leave	Diagnosis report	Within one week	You can apply for leave for the total number of days you stay at the hospital, including the number of days doctor suggest you for home rest.
Maternity leave, Paternal leave, and Miscarriage leave	Maternity certificate	Within one week	
Bereavement leave	Death certificate	Within one week	Students can only apply for this leave to attend the funerals of their immediate family members. <b>Furthermore, students can apply for 15 days leave in case of parent's death and for 5 days leave in other cases.</b>
Personal leave	<ul style="list-style-type: none"> <li>▪ Student Leave of Absence Approval certificate OR</li> <li>▪ Other relevant documents.</li> </ul>	Must apply in advance.	Students can only apply for this leave if they do not prefer to see a doctor in case of illness, unforeseen family incidents, relative family members' death, or other significant cause(s).
Official leave	<ul style="list-style-type: none"> <li>▪ Meeting invitation OR</li> <li>▪ Official letter/email OR</li> <li>▪ Other related documents.</li> </ul>		Provided supporting documents must be able to identify the time, place, and reason for your leave and should have approval by the respective department. <b>Promotional posters, transportation tickets, and certificate of completion will not be accepted.</b>

- Supporting document size should be maximum 1 Mb. If the file size is over 1 Mb, please submit it as paper file within 3 days from the date of application.
- If sent to participate in different on-campus visits, competitions, or academic seminars in Taiwan and/or abroad, please complete the online leave application before your departure. Official leave during winter and summer vacations and on holidays also needed to be applied. Those who do not submit a leave request, won't be permitted for the late leave request.