

Central Police University Directions for Student Leave of Absence

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1. "Students" mentioned in this directions are one of the enrolled students and full-time graduate students of Central Police University (hereinafter referred to as "the University") during the academic years.
2. The definition and management of students' official holiday are provided as follows:
 - (1) Official holidays: including Saturdays, Sundays, National Holidays, winter and summer leave.
 - (2) The beginning of the official holiday: From 6:20 PM of the day before the official holiday.
 - (3) The ending of the official holiday: Until 11:00 PM of the end of the official holiday.
 - (4) If submitted the registration of the accommodation, the student should be returning to the school before 11:00 PM of the day.
3. The classification of the students' leave of absence:
 - (1) Sick Leave:
 - A. Including injured or sick.
 - B. The person who takes leave above three days should provide certificate of diagnosis.
 - (2) Official Leave: If the student is appointed by the supervisor, to participate in activities related to public welfare, official business, taking care of the patients, or participating the extracurricular activities, etc. he/she can apply for leave.
 - (3) Injury Leave of official duty: If the student gets injured in physical education course, physical skill competition, or any other injury caused by official business, he/she can apply for leave.
 - (4) Special Leave: The student who has the concrete outstanding performance (Being a sergeant or supporting the special services such as National Day or election, etc.) if signed for approval, can apply for leave during the school days.

- (5) **Honorary Leave:** The student can apply for leave based on the rules of “Central Police University Students Direction for honorary leave”.
- (6) **Funeral and Bereavement Leave:**
- A. in the event of a death of parents or spouse, the student shall be eligible for up to ten days leave.
 - B. in the event of a death of guardian, stepparents, spouse’s parents or children, the student shall be eligible for up to seven days leave.
 - C. in the event of a death of great grandparents, grandparents, spouse’s grandparents, spouse’s stepparents, stepchildren or siblings, the student shall be eligible for up to three days leave.
 - D. Funeral and Bereavement Leave can be applied for several times separately within a hundred days of the death, and the appropriate proof shall be provided.
 - E. If the student applies for the leave in the event of a death of the stepparents or the spouse’s stepparents, the approval should depend on the fact of living together before the death of stepparents, or the fact that the student or student’s spouse has been adopted by the stepparents.
 - F. When applying for the leave, the approval should depend on the natural blood relative or proposed blood relatives’ proof of survival.
- (7) **Marriage Leave:** With the appropriate proof, a student shall be eligible for up to seven days of marriage leave. Marriage leave should be completed one month before or after the wedding day.
- (8) **Personal Leave:**
- A. Personal leave can be applied based on with the appropriate proof (except the student who is authorized without proof)
 - B. The student who applies for personal leave, will be deducted the behavior scores based on the behavior Standards for Students and full-time graduate students of the University.
 - C. If the student applies for personal leave that continued or followed by the official holidays, his/her excuses should match the circumstances of fact, or the personal leave will be denied.
 - D. The transportation time can be deducted in the personal leave time, but the circumstance that continued or followed by the official holidays will not be approved to deduct the round-trip time.
- (9) **Thesis/Dissertation Leave:** If the graduate student needs the working time of the essay writing, the dissertation leave can be applied for during the no course session or during the no-class or no major gathering session.
- A. All of the graduate students in the school years can have 250 hours of the thesis/dissertation leave, which can be applied for periodically, beginning from the second semester, special regulation is that the first time of the dissertation leave can be approved 70 hours to the maximum. Apart from the above, the full-time general graduate student can apply for such leave only

beginning from the fourth semester, and the remaining hours can be reserved and be used in other semesters.

B.the thesis/dissertation leave time will be calculated at the end of every academic year.

(10)Special Personal Leave:

A.If Student or his/her spouse's immediate blood relative or any of his/her own siblings is terminally ill or in the end-stage of cancer, he/she shall be eligible for up to two days of special personal leave each time.

B.If the student's spouse gives birth to a baby, he shall be eligible for up to three days of special personal leave. The leaves can be separately conducted, and completed one month before or after the scheduled date of birth delivery.

C.If the student's family encountered a fire, a flood, or an earthquake, or the student's spouse, immediate blood relatives encountered major accidents or other similar emergency events, he/she shall be eligible for up to two days of special personal leave each time.

D.If the student encountered the force majeure on the route back to school, no matter on his/her own or heading to take the school bus, he/she can get the leave approved only if reported immediately to school and submitted the leave application with proof afterwards. The student should also immediately return to school after the force majeure disappeared.

E.If the student took the school bus on time, it will be seen as return to school on time. If the school bus arrived school over time, the student needs not to take the leave.

F.When applying the special personal leave, students should provide the certified documents, and the transportation time should be deducted according to the rules of "Student Corps regulations for Student Living".

(11)Childbirth Leave and Miscarriage Leave.

A.The childbirth leave includes the pre-maternity time and the postpartum rest time. A student shall be eligible for up to thirty days of the leave.

B.The miscarriage leave depends on the pregnancy:

a. If the miscarriage happened over the five months of pregnancy, a student shall be eligible for up to thirty days of the leave.

b. If the miscarriage happened over the three months and less than five months of pregnancy, a student shall be eligible for up to fifteen days of the leave.

c. If the miscarriage happened less than the three months of pregnancy, a student shall be eligible for up to eight days of the leave.

C.The leave period should not count the national holiday and official holiday, and should be completed in one time.

D.If the student applies for the leave, he/she should provide the legal medical certificate issued by the medical institutions or qualified physicians.

4. The limits of authority on the student leaves approval are as follows:
 - (1) The honorary leave and the approved official leave within four hours, could be authorized by the intern captain, and be reviewed by the duty officer.
 - (2) Leave within one day or the approved official leave within 48 hours should be authorized by the lieutenant, and be reviewed by the duty lieutenant.
 - (3) Leave within three days or the approved official leave above 48 hours should be authorized by the captain.
 - (4) Leave above three days should be authorized by the Commander in Chief.

5. Other relevant directions are as follows:
 - (1) When the student takes the leaves, he/she should strictly follow the time of departure or returning to school. The student shouldn't leave early or be late without the approved leave.
 - (2) When the student takes the leaves, the student's words and deeds, clothing, appearance and manners should follow the rules of "Student Corps regulations for Student Living".
 - (3) During the sessions of Cadet Boot Camp and Opening Ceremony preparative period, the student can't apply for the leave if it is not essential and has already been approved. The approved of the official leave is limited to the activities on behalf of our country, police institutions or the University.
 - (4) The student who take the leaves to go out of the school should return to school on time, and should report back to the Brigade immediately of the leave of absence.
 - (5) If the student needs to continue the leaves due to any force majeure or any critical incident happened, he/she should report the situation to school before the deadline of the leave. Moreover, the student should provide the related certified documents to complete the leave application after returning.
 - (6) The leave report should be submitted 24 hours before the leave. If in emergent circumstances that the application procedure of the leave can't be finished on time, the Brigade can grant the leave first, and provide the relevant certificated documents afterwards for approval.
 - (7) The cumulative time of the student's leave has exceeded 1/3 of the term, except the absentee attends a contest on behalf of the country and with the approval of leave for public business, according to "Regulations of the Central Police University on Student Affairs", student or graduate student will be compelled to quit.
 - (8) If the student takes the leaves from course, he/she should provide the leave-of-absence form together with the course record card to the Academic Affairs Office.
 - (9) The leaves will not be allowed after 10 o'clock PM to six o'clock AM the next day, unless the emergency circumstance, but the overnight honorary leave is excepted.

- (10) When writing the leave report, the student should use the traditional Chinese writing. The handwriting should not be scribbled, blurred or unidentified.
 - (11) The leave statistics each day of every brigade should be reported to the duty officer of the student corps, and sent to the Commander in Chief to be approved before 08:30 AM the next day.
 - (12) If there's any emergency circumstance happened in the University, the student's leaves can be cancelled at any time during the leaves or vacation. After received the information of leave cancellation, the student should return to school as soon as possible.
 - (13) During the formal course sessions, the number of leaves should not exceed one quarter of each departments.
 - (14) Except the official leave, Injury Leave of official duty, special leave and honorary leave, other leaves will not seem as perfect attendance.
 - (15) If the international student has special needs, he/she can be granted a special personal leave, based on the approval of special case.
 - (16) If the student takes the leaves during the periods of midterm exam or final exam, he/she should have the Academic Affairs Office's and the belonging department's approval.
6. The matters with no applicable provisions in this Direction shall be governed by rules of "Student Corps regulations for Student Living".