

NATIONAL TAIWAN UNIVERSITY

Application Form for Faculty Member Seeking Unpaid Leave

Name of applicant		National ID no.																	
Job title		Associated unit	(please include all associated units up to the second level)																
Contact number during unpaid leave	(H)	(Mobile)																	
<p>1. Reason for applying for unpaid leave:</p> <p><input type="checkbox"/> Parental leave. Name of child: _____ (for applicants raising a child under three years of age, the leave period for each application may last until the child reaches three years of age)</p> <p><input type="checkbox"/> To attend to a relative (the relative must be the applicant or their spouse's lineal blood relative who is over 65 years of age or suffering from a major illness or injury and who requires constant care)</p> <p><input type="checkbox"/> To attend to the applicant's spouse or child who requires care due to a major illness or injury</p> <p><input type="checkbox"/> Applying for extension of leave; reason for the original leave: _____ The original approved leave period was from _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd)</p> <p><input type="checkbox"/> Other: _____ (please fill out the blank in accordance with Article 4 of the <i>Regulations Governing Educators' Unpaid Leave</i>)</p> <p>2. Leave period: From _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd) (Unpaid leave periods shall be calculated by semester, and may not extend beyond the effective appointment period.)</p> <p>3. Please explain the reason for applying for unpaid leave: (please provide a brief explanation)</p>																			
Applicant's signature (and date)		Approval stamp of unit head		Approval stamp of senior administrator															
Review opinion of the Personnel Office:																			
<p>Assessment Division</p> <p>Processing Clerk: Division Director: Senior Executive Officer: Director:</p> <p><input type="checkbox"/> For matters described in Article 8 of the Regulations, the Assessment Division shall seek the opinion of the Employment Division for overall approval.</p> <p>Processing Clerk: Division Director:</p>																			
Office of the Secretariat		Vice President's decision																	

Do not fill out the section below the double underline.

Remarks	<p>★ Application period In accordance with Article 5 of the Regulations, unpaid leave periods shall be calculated by semester and may not extend beyond the effective appointment period. If an applicant who resumes their job during winter/summer vacation applies again for unpaid leave for the same reason after the vacation, the application will be approved only if the reason is an emergency which is unexpected in nature.</p> <p>★ Documents to be attached</p> <ol style="list-style-type: none"> 1. Parental leave: Please provide a document verifying the relationship between the applicant and child (e.g., a copy of the household certificate or household registration transcript). 2. Leave for the purpose of caring for relatives or children/grandchildren under three years of age: Please provide a document verifying the relationship between the applicant and care receiver (e.g., a copy of the household certificate or household registration transcript), related supporting documents, and a record of the relevant department/graduate institute affairs meeting. 3. Other reasons: Please provide relevant supporting documents and a record of the relevant department/graduate institute affairs meeting.
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