

## Teacher's Leave

### Leaves

- Teachers need to seek university permission for any leaves. They can do so by logging into the YZU Attendance System to apply for leave. In case of sudden illness or other emergencies, teachers may ask their colleagues or family to apply for leave on their behalf, or they can submit their application afterward.
- If there are scheduled courses during the leave, teachers will have to reschedule the course to make up for the course time. For details, please refer to the YZU Regulations for Employment, Payment, Service of Faculties.

### Types of Leaves in accordance with Instructor's Leave Regulations

- Personal Leave: Maximum 7 days per academic year.
- Sick Leave: Maximum 28 days per academic year.
- Menstrual Leave: Female teachers may ask for a 1-day menstrual leave each month.
- Pre-maternity Leave: 8 days
- Pregnancy checkup and Paternity Leave: 7 days
- Maternity Leave: 42 days
- Miscarriage Leave: 42, 21, or 14 days
- Wedding Leave: 14 days
- Funeral Leave: 15, 10, or 5 days. Must be taken within 100 days of the passing.
- Official Business Leave: Instructors may take Official Business Leave for the following reasons. The length of the leave will be determined by the university based on actual needs.
  - To attend government held meeting, inspection, test, or attend international conferences. Must receive university approval.
  - Being recommended to participate in Full-time professional development or research by the university or governmental educational agencies for the purposes of teaching or research. The duration must be less than one-year.
  - For details, please see Article 2 of the YZU Regulations for Faculty And Staff's Leave of Absence.

### Attendance System

- Please go through the YZU Portal to access the Attendance System. ([Link](#))

### Legal Basis

- YZU Regulations for Faculty And Staff's Leave of Absence
- YZU Regulations for Employment, Payment, Service of Faculties

### Related Forms

- YZU Application Form for Faculty/Staff Going on Domestic Business Trip ([Link](#))
- YZU Application Form for Faculty/Staff Going on Business Trip Abroad ([Link](#))