

銘傳大學導師電子公報(第 027 號)

Ming Chuan University Class Advisor Electronic Bulletin

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適用月份：◎11 月份

Applicable Months: ◎November

適用對象：◎大學部

Intended Audience: ◎Undergraduate

敬愛的導師，您好：

申請身心調適假注意事項

Notes on Applying for Mental Health Leave

- 一、每學期以申請 3 日為限（每次請假以 1 日為單位），請假者務必於請假當日送出請假資料。
1. A maximum of 3 days per semester may be applied for (with each leave request being in full-day increments). Applicants must ensure that their leave request is submitted on the day of the leave.
- 二、請假前 2 日（次）無須檢附就醫證明，惟請假累計第 3 日（次）或於週會期間請「身心調適假」者，須於請假日起算七日內至「電子公文與表單系統」上傳醫療院所身心科（精神科）就醫相關文件（收據、非手寫藥袋、診斷證明書、就醫證明書皆可）。
2. For leave of up to 2 days, no medical documentation is required. However, for leave on the 3rd consecutive day, or for "Mental Health Leave" taken during a weekly class meeting, students must upload relevant medical documents (such as receipts, non-handwritten prescription bags, diagnosis certificates, or medical certificates) from a mental health or psychiatric clinic to the "E-Request and E-Form System" within seven days from the start of the leave.
- 三、請身心調適假者，不扣操行成績，但不列為全勤紀錄。

3. Those taking Mental Health Leave will not incur deduction of their conduct grades, but the leave will not be counted towards perfect attendance records.

四、身心調適假會列入缺席時數，缺席時數超過 1/3 者，該科目學期學業成績以零分計算。

4. Mental Health Leave will count towards absence hours. If the total absence hours exceed one-third of total class hours, the semester grade for that subject will be recorded as zero.

五、請假累計至第 3 日（次）者，由系統自動寄發電子郵件，通知導師、系輔導教官及系諮商心理師優先關懷。

5. If leave accumulates to the 3rd day or more, the system will automatically send an email notification to the advisor, the departmental drillmaster, and the departmental counselor for prioritized care.

學務處生輔組 敬上