

The University of Macau
Rules of the Personnel Affairs of UM
Chapter 1 - Justifiable Absence, Annual Leave, Academic Leave
and No-pay Leave

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1. Absence due to the fulfilment of legal obligation or order by the court or police authorities is regarded as justifiable absence.
 2. For the absence mentioned in the previous item, the staff member shall inform the University as soon as possible with at least one day in advance before the absence and provide explanation within 48 hours under normal circumstances.

Article 13
Irresistible Reasons

1. When a unit is closed down due to irresistible reason which prevents the staff member from going to work, this kind of absence is regarded as justifiable absence, except when the law or the University requires the staff member to come to work.
2. Absence due to irresistible reasons that are beyond the control of a staff member or serious reasons not stated in the law is regarded as justifiable absence after appropriate verification. However, the University has the right to determine whether to accept the explanation of his/her absence or not.
3. The absence is regarded as being justifiable when the staff member concerned is absent from work for recognized public interest.

Article 14
Professional Training Leave

Staff members who are approved to attend classes or professional training courses may be entitled to reduction of working hours or justifiable absence. Details shall be defined in [Staff Development Scheme of Rules of the Personnel Affairs of UM \(ADMO-HRS.04/201507/156\)](#).

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第十三條

不可抗力的原因

一、當部門因不可抗力的原因必須關閉時，不上班者視為合理缺勤，但法律或大學規定工作人員必須上班者除外。

二、因不可歸責於工作人員之事實或法律未有規定之嚴重原因而不能上班，經適當證實後可視為合理缺勤，但大學有權接受或不接受該缺勤之解釋。

三、工作人員因公認之公共利益而缺勤，得視為合理缺勤。

第十四條

因專業培訓而缺勤

獲批准上課或修讀專業培訓課程的工作人員，其上班時間可減免或作合理缺勤。細則由[內部規條的培訓鼓勵制度 \(ADMO-HRS.04/201507/156\)](#)訂定。

第十五條