

Dear colleagues,

COVID-19 is spreading widely around the world, so those who have taken leave for traveling abroad since February 27, 2020, are subject to the following management rules for leave according to the documents issued by the Ministry of Education on March 3rd and March 4th, in order to prevent individual infection and relieve the national burden on COVID-19 prevention:

1. Self-Health Management

(I) In order to align with the Tracking and Management System for People at Risk of Infection issued by the Central Epidemic Command Center (hereinafter referred to as “CECC”) on February 24th and the Travel Notice Level issued on February 26, 2020, people who travel to Level 1 (Watch) or Level 2 (Alert) countries/regions (including transfer flight) must conduct self-health management for 14 days according to the rule issued by the CECC. **Colleagues shall avoid traveling to, or entering, Level 3 (Warning) countries/regions (including transfer flight).**

Except for official duties, please avoid traveling abroad. If a non-official trip leads to the subsequent mandatory home isolation, home quarantine or self-health management, then application for an individual’s annual leave, personal leave, sick leave or extra leave for working overtime to meet such intervention procedure will be made invalid. As the person in the aforementioned situation is required to take accountability for the consequences, personal and sick leaves will not be approved or termed legitimate as listed in annual account for salary grade advance and performance appraisal.

Reason	Necessity	Applicable Leave	Notes
Work (Assigned by the President)	Necessary	Official Leave	1. Applications for all leaves must be made in advance. Please provide a reason in the field “Notes” and necessary supporting documents to apply for a leave. Applicants need to call (Ext. 1212) or send an email to the Personnel Office (ps1002@mail.wzu.edu.tw) to confirm their leave applications. If no description is provided, normal personal, sick or family leave will be granted. 2. Colleagues who take personal or sick leave to handle matters arising from COVID-19 prevention are not subject to Article 3 and Article 4 of the Faculty and Staff Performance Evaluation Regulations of Wenzao.
Personal	Necessary	Annual leave, overtime leave, sick leave or personal leave	
—	Unnecessary		Personal, sick or family leave granted must be taken into account for annual salary grade advance and performance evaluation.

(II) Leave Salary Calculation:

(1) Faculty

1. Full-Time/Contract Teacher: Make up classes or ask a qualified substitute teacher to teach classes and pay the substitute teacher by him- or herself.
2. Part-Time Teacher: Salary is calculated according to Article 7 of the Part-Time Faculty Employment Regulations of Wenzao University.

(2) Administrative Staff:

1. Staff participating in the Government Employee and School Staff Insurance scheme: Salary is calculated according to Article 3 of the Leave Rules for Faculty and Staff of Wenzao University.
2. Staff participating in the Labor Insurance scheme: Salary is calculated according to Article 41 of the Labor Standards of Wenzao University.

(III) The Tracking and Management System for People at Risk of Infection and Travel Notice Level stated above are subject to change based on the adjustment by the CECC for COVID-19 development. Please be aware that relevant matters are handled accordingly. The Personnel Office will not give further notice.

2. Isolation or Quarantine

Comparison of Disease Prevention Leave and Disease Prevention Family Leave Granted to Employees of the Ministry of Education and its Affiliated Agencies (Institutions)

Department of Personnel, Ministry of Education March 3, 2020

Leave Type (Legal Basis)	Prevention Measure/Applicability	Subject	Required Supporting Documents	Description
Disease Prevention Leave (Paragraph 1 and Paragraph 3 of Article 3 and Paragraph 1 of Article 19 of the Special Act for COVID-19 Prevention, Relief and Subsidies Package)	The competent public health authority identifies cases for isolation or quarantine.	Contacts of confirmed cases (home isolation)	Home Isolation Notice (14-day home isolation)	1. Effective Period: From January 15, 2020, to June 30, 2021 (As of January 15, 2020, faculty and staff who meet one of the stated conditions and have already requested another type of leave or overtime leave is allowed to change the type of leave to "Disease Prevention Leave".) 2. If an employee requests disease prevention leave, his/her agency (institution) must not reject his/her request, consider that he/she take
		Employees who meet conditions stated in the latest Tracking and Management System for People at Risk of Infection updated by CECC for COVID-19 (currently	Passenger Health Declaration and Home Quarantine Notice (14-day home quarantine)	

Leave Type (Legal Basis)	Prevention Measure/Applicability	Subject	Required Supporting Documents	Description
		referring to people with travel history to China, Hong Kong, Macau, South Korea, Italy or Iran)		unauthorized leave, force him/her to take personal leave or any other type of leave, deduct his/her perfect attendance allowance, lay him/her off, or take measures unfavorable to him/her.
		The competent public health authority identifies cases for group isolation or quarantine.	Isolation or Quarantine Notice issued by the competent public health authority.	3. If disease prevention leave with pay is granted, an employee is not allowed to apply for disease prevention subsidies.
	Take care of a family member who is isolated (quarantined)	Request leave to take care of a family member who lacks self-care abilities and is isolated or quarantined	Necessary supporting documents for isolation (quarantine), lack of self-care abilities and family relationship	
Disease Prevention Family Care Leave (Letter Fei-Zhong-Zhi-Zi No. 1090030116 issued by CECC for COVID-19 on February 27, 2020)	Childcare due to school shutdown	1. An employee who needs to personally take care of a child under 12 years old, or one studying in a senior high or secondary school (including those of general and vocational high schools and in the first three years of the 5- year junior college program), or one studying in a junior high school or one with	Necessary supporting documents including household certificate, household registration transcript, student ID card, educational facility ID card, proof of disability, school closure notice (announcement) or declaration statement of confirming that the other parent does	1. Only one parent can apply for this leave, which his/her agency (institution) must not reject. 2. This leave is granted without pay. 3. This leave will not affect performance appraisal and no measures unfavorable to the employee will be taken.

Leave Type (Legal Basis)	Prevention Measure/Applicability	Subject	Required Supporting Documents	Description
		proof of disability during the school closure period for disease control. 2. An employee who needs to personally take care of a child because educational facilities including day-care centers, kindergartens, after-school care centers are required to be shut down in alignment with standards for closing senior high, secondary schools or lower-level schools.	not apply for disease prevention family care leave shall be submitted, reviewed and verified by the agency (institution) based on individual needs.	

Notes:

1. Please refer to the latest updates issued by CECC for COVID-19 at any time for the Tracking and Management System for People at Risk of Infection stated above.
2. An employee can take disease prevention leave to take care of a family member who lacks self-care abilities and is isolated or quarantined according to Paragraph 3 of Article 3 of the Special Act for COVID-19 Prevention, Relief and Stimulus Package. However, the leave must be granted according to benefit regulations and relevant rules set by the Ministry of Health and Welfare.
3. An employee who needs to take care of children can take other types of leave, including family leave, annual leave, personal leave, or overtime leave if necessary.

1. Leave Salary Calculation:

- (1) Assigned by the President to take an official trip: With pay
- (2) Any other reasons: Without pay

2. Please send an email to the Personnel Office (email: ps1002@mail.wzu.edu.tw) to change the type of your leave if you meet any condition stated above.

Reminder: Everyone shall follow COVID-19 prevention rules. Violators will have to pay fines by themselves for breaking relevant rules.

Any changes to the prevention rules will be made public in Novel Coronavirus Pneumonia Section on Wenzao's homepage in the future. Please visit the website to see the latest updates and follow the rules.

Please call (or send an email to) the Personnel Office for any unstated matters.

Contact person of the Personnel Office: Ms. Shu-Hui Chen (Ext. 1212;

email: ps1002@mail.wzu.edu.tw).

Hope everyone stays healthy and everything goes well!

Sincerely

Personnel Office

March 11, 2020