

Leave Policy for Kaohsiung Medical University Faculty & Staff During the COVID-19 Pandemic

Updated: May 1, 2023

Type of Leave	Applicable Situations	Salary	Remarks
official leave (anti-epidemic)	those who tested positive and developed moderate to severe symptoms	fully paid	1. a "Notice for Isolation Treatment" must be attached to the leave request 2. the number of days will be given according to the isolation period on the "Notice"
Work from Home	those who tested positive with mild infections or no symptoms and can work from home or lecture online	fully paid	1. a "photo of the positive ART result" or "Notice for Isolation Treatment" of the person or his/her children in care must be attached to the leave request 2. for teachers who lecture online at home, please follow the relevant announcements of the Office of Academic Affairs 3. staff members should sign in and out online as usual, and report the workday log to the unit head on a daily basis 4. may also take annual leave or compensatory time
	those unable to come to school because of the need to care for children aged 0-12 years who are tested positive and require independent health management but can work from home or lecture online		
Sick Leave (anti-epidemic)	those who tested positive for mild or no symptoms, but unable to work from home or lecture online	to be handled in accordance with the University's leave policies for F&S	1. a "photo of the positive ART result" must be attached to the leave request 2. sick leave(anti-epidemic) within 0 and 5 days from the following day will not be included in the calculation of sick leave days for the academic year or in the employee appraisal. 3. may also take annual leave or compensatory time
	still test positive after the 6th day, and being symptomatic with a doctor's diagnosis certificate obtained		1. a Doctor's Diagnosis Certificate must be attached to the leave request 2. sick leave(anti-epidemic) to be handled according to the above-mentioned measures.
Unpaid Family Care Leave	when there is a need for personal care for family members (kids, school children, elderly) affected by the pandemic	without pay	may also take personal leave, family care leave(the number of days is included in the calculation of personal leave), annual leave or compensatory time

Remarks:

1. This table is effective from March 20, 2023.
2. For those who tested positive, please report to the Office of Environmental Protection, Occupational Safety and Health and fill out the "Kaohsiung Medical University COVID-19 Self-Reporting Epidemic Survey Questionnaire (confirmed cases/ home isolates/ self-responders)".
3. The above-mentioned "compensation time" is only applicable to staff members.
4. "Vaccination leave" is no longer applicable as of May 1, 2023.