

Leave Policy for Kaohsiung Medical University Project Personnel During the COVID-19 Pandemic

Updated: May 1, 2023

Type of Leave	Applicable Situations	Wages	Remarks
Sick leave	those who are resting at home with COVID-19 symptoms within 6 days from the day of testing positive	half the wages will be paid for part of the number of leaves not exceeding 30 days within one year	a "photo of the positive ART result" must be attached to the leave request
	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. may also take annual leave or compensatory time
Work from Home	those having a positive COVID-19 test with mild infections or no symptoms, if the nature of the work permits, and with the consent of the PI	fully paid	1. a "photo of the positive ART result" must be attached to the leave request 2. should sign in and out online as usual, and report the workday log to the PI on a daily basis 3. may also take annual leave or compensatory time
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. "Vaccination leave" is no longer applicable as of May 1, 2023.