

義守大學 學生事務處  
工 作 聯 繫 單

致：各學院及各系所  
發文單位：生活輔導組

中華民國 111 年 8 月 22 日

( ) 請 覆 (⊙) 免 覆

主旨：111學年度學生出境申請防疫假審核原則

說明：

- 一、 依110年9月15日防疫會議決議。
- 二、 本原則適用對象：本校學生(111學年度新生首次入境不適用)。
- 三、 適用期程：開學後出境及返台檢疫期間。
- 四、 審核原則如下表：

審核原則		外在因素	
		1. 所屬(在)國家(地區) 限制出境者	1. 所屬(在)國家(地區) 未限制出境者
2. CDC(衛福部疾管署)公告 限制入境者		2. CDC(衛福部疾管署)未公告 限制入境者	
個人 狀 況	必要因素(海外實習、 家中突遭變故…等)	防疫假	出境期：事(公、喪)假 檢疫期：防疫假
	非必要因素(旅遊、 返鄉…等)	事假	事假

- 備註：
1. 統一於請假系統提出請假，申請防疫假者，須詳填請假事由並附上請假相關證明文件；申請事假在一日以上者應附家長(監護人)證明；申請喪假，應檢附訃聞內頁或死亡證明，並以七日(不含例假日)為限，超過部分以事假論。
  2. 國內若有偶發疫情事件，另於防疫會議專案討論防疫假請假規範。
  3. 因必要因素申請防疫假者，需先由各單位另案專簽。
  4. 不論出境期間或檢疫期間之請假，以一周為一單位提出申請。

承辦人：

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黃珮瑄

生輔組長：

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**I-SHOU UNIVERSITY**  
**Office of Student Affairs**  
**Inter-unit Notification**

To: All academic units

Issued by: Student Campus Life Guidance Section

Date: August 22, 2022

( ) Please reply      (⊙) No need to reply

Subject: Principles of handling applications for disease prevention leave by students leaving Taiwan in Academic Year 2022

Description:

- I. Legal basis: The resolution adopted by the COVID-19 Prevention Task Force on September 15, 2021.
- II. Scope of application: All students (excluding new students admitted in AY2022 entering Taiwan for the first time).
- III. Applicable period: From the date of departure from Taiwan (after the first day of classes) throughout the quarantine period in Taiwan.
- IV. Principles are as follows:

		External Factors	
		1. The country/region where a student comes from imposes an exit ban 2. A student comes from a country/region where the Taiwan Centers for Disease Control imposes an entry ban	1. The country/region where a student comes from does not impose an exit ban 2. A student comes from a country/region where the Taiwan Centers for Disease Control does not impose an entry ban
Principle			
Reason	Necessary (overseas internships, misfortune happening to family members, etc.)	Disease prevention leave	During the period of leaving Taiwan: Personal (official / bereavement) leave During quarantine: Disease prevention leave
	Unnecessary (travel, returning home, etc.)	Personal leave	Personal leave

- Remarks:
1. Students should apply for leave online. For those applying for disease prevention leave, please specify the reason and attach supporting documents. For those applying for one day of personal leave or longer, please attach a supporting document signed by parents (guardians). For those applying for bereavement leave, please attach an obituary or a death certificate; the bereavement leave should not be longer than seven days (excluding public holidays and weekends), and from the 8<sup>th</sup> day, the student should apply for personal leave instead.
  2. If there is an infection outbreak in Taiwan, the aforesaid principles will be reviewed and adjusted by the COVID-19 Prevention Task Force.
  3. Students who want to apply for disease prevention leave for compelling reasons should first obtain approval from their departments.
  4. The application for leave for the period of leaving Taiwan or the quarantine period should be submitted on a weekly basis.

Staffer-in-charge:

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副學務長

Section Chief:

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