

國立雲林科技大學新冠肺炎(COVID-19)學生請假因應措施

各位親愛的同學：

依 109 年 3 月 16 日教育部通報說明，本校同學如有因應新冠肺炎(COVID-19)疫情實施「居家隔離」、「居家檢疫」、「自主健康管理」之必要而無法到課者，請利用【[學生請假系統](#)】(單一入口網首頁/常用/請假申請)提出請假申請，請假類別請選擇【**特殊病假(如法定傳染病得視同公假)**】，期間不列入缺課。

提出申請時請上傳證明文件：

1. 「**各類防疫相關通知單**」。(例如：隔離治療通知書、居家隔離/檢疫通知書及自主健康管理通知書。)
2. 如無法提供上述證明文件時，請以**其他通知文件**做為證明。(例如：載有國家及出入境日期之**出入境護照、機票**)

校內課程若採用遠距教學上課，原則上請毋須提出請假申請，並請隨時做好防疫準備，如發現身體不適異常情況，請適時與學校人員保持順暢的聯繫。此外，溫馨提醒同學，防疫期間，請同學避免非必要的國外旅遊。

學務處衛生教育組（校內分機 2342／專線電話 05-5524105）

雲林科大校安中心（校內分機 2098／專線電話 0937-651657）

學務處生活輔導組-請假諮詢（校內分機 2312／專線電話 05-5524082）

Ask for Leave Precaution against COVID-19 in YunTech

Dear students,

According to the notification from Ministry of Education on 16th March 19, 2020, the students who could not go to school due to “home quarantine”, “home isolation” and “self-management of health” related to COVID-19, please ask for leave on **【Students Leave System】**. Please choose “special sick leave(for infectious diseases)” as the option, and the leave period will not be listed as absent.

Required documents when you are applying:

1. **Epidemic Prevention Related Notice sheet**, such as Home (Self) isolation notice, Self-Health Management Notice and so on.
2. If you could not provide the related certified documents mentioned above, please use other **notified documents** as proof. (For example, the stamped page of passport or flight tickets with **countries** and the **date of arrival and departure**)

If you take the courses which are distance learning, you do not have to ask for leave in principle, and please be ready for epidemic prevention at all times. If you have bad health condition, please contact the staff in school timely. Moreover, please avoid unnecessary traveling abroad during epidemic prevention period.

Health Care Division of Office of Student Affairs (05-5342601#2342/ 05-5524105)

Campus Security Center of YunTech (05-5342601#2098/ 0937-651657)

Student Assistance Division-consultation of ask for leave (05-5342601#2312/ 05-5524082)