

文藻外語大學天然災害發生時是否停止上班上課之處理原則

Guidelines for Cancellation of Classes/Work when Natural Disasters occur of Wenzao Ursuline University of Languages

民國 86 年 6 月 9 日行政會議通過
Approved at the Executive Committee on April 9, 1997
民國 102 年 8 月 25 日校長核定配合學校改名大學修訂法規名稱
Amended the regulation title on August 25, 2013

一、本校於天然災害（颱風、地震、洪水）發生時，停止上班上課之認定標準，依行政院（七九）人政參字第五二四八一號函意旨辦理。

Article I. When natural disasters occur (typhoon, earthquake, and flood), the ratified standard of cancellation of classes/work shall be operated pursuant to rules legislated by the Executive Yuan at (79) Ren-Zheng-3 No.: 52481.

二、天然災害發生時，學校是否停止上班上課之處理原則如下：

Article II. When natural disasters occur, the guidelines described herein should be followed:

(一)依電子媒體之報導為依據，有下列情形：

A. According to the reports from the electronic media:

1、高雄市各機關學校停止上班上課：本校日間部、進修部、推廣教育中心均不上班不上課，遇有考試時，當天考試科目待決定補考時間後另行公布。

1. Kaohsiung City Government announced that classes/work should be cancelled; under this circumstance, the Day Div./Div. of Continuing Education/Div. of Extension Education of Wenzao will cancel classes/work. If there are examinations, the make-up examination time will be further announced.

2、其它縣市各機關學校停止上班上課：居住在該縣市之本校日間部、進修部推廣教育中心教職員工及學生得請「天然災害假」，不與事、病假併計。遇有考試時，除因災情嚴重可憑證請假外，均應到校上班或考試。

2. Other City/County Governments announced that classes/work should be cancelled; under this circumstance, faculty/students of Day Div./Div. of Continuing Education/Div. of Extension Education of Wenzao have to ask for “leave due to disasters” which will not be classified with personal/sick leave. If there are examinations, leave can be asked for with a proven document if the situation is severe; otherwise they have to come to school for examinations/work.

3、高雄市高中、職（含）以下學校停止上課，公務員照常上班：本校五專部

10-05 一至三年級學生不上課；遇有考試時，當天考試科目待決定補考時間後另行公布。五專部四、五年級，大學部、進修部、推廣教育中心所有班別學生及教職員工均須到校上課、考試或上班。

3. Cancellation of classes is announced by senior/junior high, vocational high and elementary schools of Kaohsiung City; Wenzao students of the 1st-3rd grades of the 5-year junior college do not need to come to school for classes. If there are examinations, the make-up examination time will be further announced. Students of the 4th-5th of the 5-year junior college, 4-year college, Div. of Continuing Education and Div. of Extension Education and faculty all have to come to school for examinations/classes/work.

4、外縣市高中、職(含)以下學校停止上課，公務員照常上班；居住在該縣市之本校五專部一至三年級學生得請「天然災害假」，不與事、病假併計。遇有考試時，除因災情嚴重可憑證請假外，均應到校考試。專科部四、五年級，大學部、進修部、推廣教育中心所有班別學生及教職員工均須到校上課、考試或上班。

4. Cancellation of classes is announced by senior/junior high, vocational high and elementary schools outside Kaohsiung City; Wenzao students of the 1st-3rd grades of the 5-year junior college who live outside Kaohsiung City can ask for “leave due to disasters” which will not be classified with personal/sick leave. If there are examinations, leave can be asked for with a proven document if the situation is severe; otherwise they have to come to school for examinations. Students of the 4th-5th of the 5-year junior college, 4-year college, Div. of Continuing Education and Div. of Extension Education and faculty all have to come to school for examinations/classes/work.

5、各縣市國中、國小停止上課，公務員照常上班；本校日間部、進修部、推廣教育中心均照常上班、上課。

5. Cancellation of classes is announced by junior high and elementary schools of each City/County; students of Day Div./Div. of Continuing Education/Div. of Extension Education of Wenzao and faculty all have to come to school for classes/work.

6、其它特殊情況則依本校「緊急事務處理小組」決議所公布方式辦理。

6. For other specific situations, the Emergency Preparedness Committee will announce the regulations accordingly.

(二)學生及教職員工因住屋積水或通往學校途中，因積水致使交通工具無法通

行，或因溪水暴漲、橋樑中斷、行進有困難而不克到校上課上班時，請先電話通知學校，事後補辦請假手續，學務處或人事室以「放假」登記，但教師必須擇期補課職員工若因事實需要，必須彈性上班，以達成工作要求。

B. Due to flood, damaged bridge or transportation problems, students/faculty having difficulty coming to school for classes/work, make-up leave can be asked for after making a phone call to inform the school. Day-off with a reason will be registered in the make-up leave-taking process by the Office of Student Affairs or Personnel Office; however, teachers have to arrange make-up classes in due course and staff have to take the flexitime to complete the assignments.

(三)學生及教職員工已到校上課上班，其後因天然災害之發生，根據預測將達停止上課上班標準時，由學校「緊急事務處理小組」會商決定處理辦法後公布。

C. If natural disasters occur during the school/work time, the Emergency Preparedness Committee will announce the regulations based on the actual situation.

三、本原則經行政會議通過，校長核定後實施，修正時亦同。

Article III. These Guidelines become effective after they are approved by the Executive Committee meeting and ratified by the President. Amendments must follow the same procedure.

(英文版僅供參考，若有歧義，以中文版為準。)

(The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.)