

09 March 2020

TO : Lasallian community

FR : Br. Bernard S. Oca FSC
Chancellor

RE : Lasallians A.C.T. Bulletin # 7: Self-quarantine leaves for faculty members and staff

The World Health Organization (WHO) reported rising numbers of COVID-19 infections around the world, outside of China.

We hereby enjoin faculty members and staff to be judicious in making travel plans, taking into consideration transmission of the virus in the country they are thinking of visiting, the possibility of lockdowns and quarantines on both ends of the travel.

In relation to this, the self-quarantine leaves for faculty members and staff are modified as follows:

1. Self-quarantine arising from travel on official business shall not be charged to other leaves.
2. Self-quarantine arising from personal travel shall be charged to vacation leave and/or sick leave. If no such leaves are available, self-quarantine leave due to personal travel shall be leave without pay.