

南方科技大学

南方科技大学关于 2020 年暑期集中轮休安排的通知

全校各单位：

经学校研究，现将我校 2020 年暑期集中轮休安排通知如下：

一、总体安排

（一）2020 年暑期集中轮休时间范围定为 7 月 6 日（周一）至 8 月 14 日（周五），轮休时间共计 30 个工作日。参加 2020 秋季战略研讨会的教职员工请于 7 月 10 日后开始申请暑期轮休。

（二）8 月 17 日（周一）为教职员工返岗日。原则上休假教职员工应按时报到返岗，各单位应将返校报到情况报送至人力资源部。

（三）因教学、招生等工作原因无法在集中轮休期间排休的教职员工，在不影响今年春季和秋季学期各项教学安排以及学校其他重要工作的前提下，经所在单位审批同意，允许教职员工在 8 月 17 日（周一）至 9 月 6 日（周日）补安排集中轮休。

（四）教职员工需严格按照学校规定和程序履行年休假报批手续，实际轮休天数（工作日）应计入本年度教职员工年休假天数。

（五）2017 级本科生申请夏季学期集中返校时间为 7 月 14 日。低风险地区的 2017 级本科生可向各书院申请直接返校；中、

高风险地区学生或返校前 14 天有中、高风险地区旅居史的学生需经学校审批同意方可返校。具体返校安排，另行通知。

二、教学工作安排

（一）6 月 22 日（周一）至 8 月 14 日（周五）为 2020 年夏季学期教学阶段。请有开课计划的教学单位做好教学组织和管理工作，请承担教学任务的任课教师按计划完成教学任务。

（二）8 月 17 日（周一）至 9 月 6 日（周日）为在校生春季学期线下考试及实验/实践课线下实地教学阶段；8 月 28 日（周五）至 9 月 6 日（周日）为 2020 级新生课程分级考试及入学教育阶段；9 月 7 日（周一）全体学生秋季学期开始正式上课。请各教学单位做好相关教学准备工作，合理安排教学人员轮休时间。具体教学工作有关安排，另行通知。

三、招生工作安排

7 月 10 日（周五）至 8 月 5 日（周三）为本科招生工作重要时间段，请全体教职员工积极参加招生工作。未完成一个省份能力测试和志愿动员工作的教师及职员原则上不安排此期间轮休。具体招生工作有关安排，另行通知。

四、值班工作安排

（一）请人力资源部负责统筹在岗排班安排。原则上校领导和校内各单位负责人在集中轮休期间排休，各单位每天须至少安排一名在岗值班负责人统筹单位工作；其它人员由本单位根据工作任务和岗位性质做好轮休排班，保证核心工作的有序运转不受影响。窗口服务、后勤保障等工作岗位，应做好统筹安排，不得出现缺岗、空岗现象。

（二）请党政办公室负责统筹各单位双休日及节假日值班

安排。学校层面应继续严格执行 1 名带班校领导和至少 1 名中层干部 24 小时值班制度，校内各院、系、部门至少配备 1 名带班领导（院、系、部门负责人或党组织负责人）和 1 名工作人员。遇有突发事件，应妥善处置并及时报告分管校领导以及党政办公室值班人员。

五、疫情防控要求

（一）请全体教职员工严格遵守学校各项疫情防控规定。原则上不得前往境内中高风险地区、不得出国（境）。确有特殊原因需要申请前往境内中高风险地区或出国（境）的，按照一事一议原则，经本单位负责人审批，报分管校领导同意后方可出行，由人力资源部做好休假核准和备案工作。因私离深，下学期开学时无法按时返校返岗所造成的相关责任，由教职员工个人承担。

（二）离深返深返校的教职员工应严格遵照《南方科技大学关于调整新冠肺炎疫情防控期间教职工出差有关要求的通知》（南科大疫情防控〔2020〕46 号）和《关于调整和明确有关疫情防控工作要求和安排的通知》（南科大疫情防控〔2020〕47 号）中有关返校返岗规定和要求。

（三）各单位防控专员应提前收集汇总本单位在 7 月 6 日至 9 月 6 日期间离深人员信息发至党政办公室彭琳媛老师和安全、健康与环境办公室邱晓辉老师处备案，将申请核酸检测人员信息发送至附属医院建设办公室宋增伟老师处。

（四）请各单位防控专员及时掌握本单位暑期离深返深返校师生员工的检测筛查情况，无异常者方可返校返岗；如有异常者须第一时间报告学校疫情防控办公室。

（五）全体教职员工务必提高安全意识，注意人身财产安全；

如外出校外，务必确保办公场所门窗、电源关闭。遇有紧急情况，可随时拨打校内 24 小时应急电话：0755-88010110；24 小时物业服务电话：0755-88010123；24 小时社康中心值班电话：18218715551。

特此通知。

- 附件：1. 《南方科技大学关于调整新冠肺炎疫情防控期间教职工出差有关要求的通知》（南科大疫情防控〔2020〕46 号）
2. 《关于调整和明确有关疫情防控工作要求和安排的通知》（南科大疫情防控〔2020〕47 号）
3. 各单位暑期（7.6-9.6）离深返深人员备案表



（联系人：党政办公室彭琳媛，联系电话：15602313660，邮箱：pengly2017@sustech.edu.cn；安全、健康与环境办公室邱晓辉，联系电话：15625083658，邮箱：qiuxh@sustech.edu.cn；附属医院建设办公室宋增伟，联系电话：18576717339，邮箱：songzw@sustech.edu.cn）

Notice of Southern University of Science and Technology on the Arrangement of 2020 Summer Vacation

June 29, 2020

As per the decision of the university, we have the below arrangements for the 2020 summer vacation for faculty and staff of SUSTech.

1. Overall Arrangements

1.1 The 2020 summer vacation includes 30 working days from July 6 (Monday) to August 14 (Friday). Faculty and staff participating in the SUSTech Autumn Meeting of Strategic Planning and Development 2020 should apply for summer vacation after July 10.

1.2 August 17(Monday) will be the date for faculty and staff to return to work. In principle, faculty and staff on leave shall be back to work on time. All departments or offices are required to prepare the statistics on attendance on the first day of the new semester for submission to Office of Human Resources.

1.3 Faculty and staff who cannot take the summer vacation during the abovementioned period due to work such as teaching and admission work can have summer break from August 17 (Monday) to September 6 (Sunday) under the condition of not affecting the teaching arrangements of the spring and autumn semesters and other important work of the university and with approval from their department or office.

1.4 All faculty and staff still need to perform the application and approval procedures for annual leave in strict accordance with regulations of SUSTech for

leaves of faculty and staff. All days of the summer vacation (working days) are counted as annual leave for the year.

1.5 Undergraduates of the Class of 2017 applying for the summer semester shall return to the university on July 14. Undergraduates of the Class of 2017 in areas with low-risk of COVID-19 infections can apply to the Residential College for returning to the university directly. Students in areas with medium- and high-risk of COVID-19 infections or students with a history of staying in medium- and high-risk areas 14 days before returning to the university need to obtain approval by the university before returning to the campus. The detailed arrangements for returning to the university will be notified separately.

2. Teaching Arrangements

2.1 June 22 (Monday) to August 14 (Friday) is the summer semester of 2020, which is a total of eight weeks. Colleges and departments with teaching schedules for summer semester shall make full preparation for the teaching and the relevant issues, and faculty who will give lectures shall complete the course plans as scheduled.

2.2 August 17 (Monday) to September 6 (Sunday) is the time for offline exams and offline lessons for experimental or practical courses for students in the spring semester. August 28 (Friday) to September 6 (Sunday) is the period for placement tests and the orientation for the 2020 freshmen. On September 7, all students will start the fall semester (Monday). All academic departments are requested to be well prepared for the teaching work, and reasonably coordinate the summer vacation of the faculty of their departments. Detailed arrangements for teaching will be notified separately.

3. Admission Arrangements

July 10 (Friday) to August 5 (Wednesday) is an important period of time for under-

graduate admissions. All faculty members are invited to take part in the admissions. Faculty and staff who have not completed the ability test for admission and the publicity for admission of the designated province are not advised to take summer vacation during this period. Detailed arrangements for admission will be notified separately.

4. Duty Arrangements

4.1 Office of Human Resources shall coordinate the duty plan for workdays of all departments and offices. In principle, university leaders and department heads shall be on duty shift during the summer vacation. Each department/office shall arrange at least one personnel on duty for coordination of works of their own departments or offices on a daily basis and other personnel shall be coordinated by the departments or offices for vacation and shift arrangements in accordance with the nature of the post to ensure that the progress of the core work is not affected. Posts of counter services and campus services shall be arranged in a coordinated manner and responsible persons shall not be absent or leaving the post unattended.

4.2 Office of Party Affairs and Administration shall coordinate the duty plan for weekends and holidays of all departments and offices. At the university level, there shall be one university leader with at least one middle-level cadre on 24-hour duty. For each department, there shall be a department head (head of college, department, office or Party organization) with one staff member on duty. Emergency cases should be properly handled and reported to university leaders overseeing the department or office and staff of Office of Party Affairs and Administration on-duty in a timely manner.

5. Requirements for COVID-19 Prevention and Control

5.1 All faculty and staff are required to strictly abide by the regulations on COVID-19 prevention and control of the university. They shall neither travel to domestic areas

with medium and high risk of COVID-19 infections nor go overseas. If there are indeed special reasons for traveling to domestic areas with medium and high risk of COVID-19 infections or going overseas, each single case shall be reported to the department head for approval and then to the university leader overseeing the department or office for approval. Office of Human Resources shall then review and approve the case and keep records. Faculty and staff, who leave Shenzhen due to personal reasons and fail to return to work on time at the beginning of the next semester, shall bear all the consequences thus caused themselves.

5.2 Faculty and staff who come back to campus after leaving Shenzhen shall implement the rules and regulations about returning to work in the “Notice of Southern University of Science and Technology on Adjusting Requirements on Business Trips of Faculty and Staff during COVID-19 Prevention and Control Period” (No.46 (2020) of SUSTech COVID-19 Prevention and Control) and “Notice on Adjusting the Requirements and Arrangements for COVID-19 Prevention and Control” (No.47 (2020) of SUSTech COVID-19 Prevention and Control) in a strict manner.

5.3 The dedicated personnel for COVID-19 prevention and control of all departments and offices shall submit the information of personnel leaving Shenzhen during July 6 to September 6 that they consolidated in advance to Ms. Peng Linyuan of Office of Party Affairs and Administration and Mr. Qiu Xiaohui of Office of Health, Safety and Environment for filing, and the information of applicants for nucleic acid tests to Mr. Song Zengwei of Preparatory Office of Affiliated Hospital.

5.4 The dedicated personnel for COVID-19 prevention and control of all departments and offices shall be up to date with the test results of faculty, staff and students who are going to come back to campus after leaving Shenzhen during the summer vacation. Only those tested negative are allowed to come back to study

and work on campus; information about those tested positive shall be reported to the Office of the Steering Committee of COVID-19 Prevention and Control of SUSTech immediately.

5.5 All faculty and staff shall raise safety consciousness. Please make sure that the doors and windows are closed and that power is off at the office when leaving the campus. In case of emergency, please call the 24-hour emergency hotline: 0755-88010110; 24-hour property service hotline: 0755-88010123; 24-hour community health service hotline: 18218715551.

Thank you for your attention.

Attachment:

1. Notice on Adjusting Requirements on Business Trips of Faculty and Staff during COVID-19 Prevention and Control Period (46)
2. Notice on Revising the Requirements and Arrangements for COVID-19 Prevention and Control (47)
- 3.Registration Form of Personnel Leaving Shenzhen during the Summer Vacation (Jul. 6 - Sept. 6)

(Contacts: Peng Linyuan of Office of Party Affairs and Administration, phone number: 15602313660, e-mail: pengly2017@sustech.edu.cn; Qiu Xiaohui of Office of Health, Safety and Environment, phone number: 15625083658, e-mail: qiuxh@sustech.edu.cn; Song Zengwei of Preparatory Office of Affiliated Hospital, phone number: 18576717339, e-mail: songzw@sustech.edu.cn)

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