

Applicant 請假人		Subject 任教科目		Position 兼職	
Explanation 事由		Type of leave 假別		Substitute 代理人簽章	
Date of leave 請假日期	yy mm dd hr 年 月 日 時	To		yy mm dd hr 年 月 日 時	Length of time 請假節/天數
				共	天

Original Schedule 原課表							Arranged/Switched Schedule 補/調課情形						
Class 班級	M 月	D 日	D/W 星期	Period 節次	Subject 科目	Substitute 代理人簽章	Class 班級	M 月	D 日	D/W 星期	Period 節次	Subject 科目	Substitute 代理人簽章

Submission for approval 呈核				
Applicant signature 請假人簽名		Personnel 人事		Principal 校長

Notification of related offices 會辦單位				
Student office 學務主任		Curriculum Section 教學組長		Academic office 教務主任

Remarks 說明

- 1、請假請親自按程序親自至人事室辦理。
 - 2、兼職如導師，先由代理人簽字，再請學務主任簽章，後送教學組。
 - 3、公/事假請於三日前辦妥請假手續。
 - 4、公假請自行安排考試或作業，如有困難，再委託教學組安排。
 - 5、事假請自行調課。
 - 6、病假請於當日七時四十分前電告教學組(213)，並交代處理原則。(導師另要向學務主任請假)
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- 1、Teacher is to fill out this form prior to your absence and present this to the personnel in person.
 - 2、Homeroom teacher has to get sub's signature and then student office dean's signature before handing in this form.
 - 3、For office related or personal day, please have your leave procedure processed 3 days prior to your leave.
 - 4、If your leave is office related, you should arrange tests or provide assignments. If you can't make it, please ask curriculum section for help.
 - 5、Teacher asking for personal day has to arrange/switch classes by himself/herself.
 - 6、Please call the curriculum office before 7:40 a.m. if having a sick leave and tell the office your plan for that day. Homeroom has to report to the student office dean.