

請假單 Absence Form



請假人 Applicant						1:	E教科目 Subject					兼職 Position			
事由 Explanation						T,	假別 /pe of leave					代理人簽章 Substitute			
請假日期 Date of leave					mm 日 時	dd 至 hr To		yy 月 mm			dd hr	請假時 Length of	17.		天 dd 小時 hr
	課表	Origina			補/調課情形 Arranged/Switched Schedule										
班級 Class	月 M	日 D	星期 D/W	節次 Period	科目 Subject		2人簽章 stitute	班級 Class	月 M	日 D	星期 D/W		科 E Subje		代理人簽章 Substitute
	呈核 Submission for approval														
請假人簽名 Applicant signature		;				人	事 onnel					校長 Principal			
					會	辦單位	L Notifica	tion of rela	ited (office	es	'			
單位主管 Unit Head			學務主任 Student office					教學組- Curriculur Section	教學組長 Curriculum Section			教務主任 Academic office			
							説明」	Remarks							

說明 Remarks

- 1、公、事假需於3天前完成請假手續,段考期間需於10天前完成請假手續。
- 2、公假請自行安排考試或作業,如有困難,再委託教學組安排,事假請自行調課。
- 3、病假請於當日七時三十分前告知教學組長,並安排好課務。(導師需再向學務主任請假)
- 4、導師事假需自行找代導、公假或病假由訓育組協助找代導。
- 5、導師假單,逕送學務處訓育組,專任老師假單,逕送教務處教學組。
- 1.For official and personal leave, leave application procedures must be completed at least 3 days in advance. For the period of the exam, leave application procedures must be completed at least 10 days in advance.
- 2.For official leave, please arrange your exams or homework. If you have any difficulties, you can entrust the teaching group to arrange it. For personal leave, please adjust your class by yourself.
- 3.For sick leave, please inform the teaching group leader before 7:30 on the same day and arrange the class. (The tutor needs to ask for leave from the academic director)
- 4.The tutor needs to find a substitute tutor for personal leave, and the discipline group will assist in finding a substitute tutor for official leave or sick leave.
- 5.The tutor's leave slip should be sent directly to the discipline group of the academic office, and the full-time teacher's leave slip should be sent directly to the teaching group of the academic office.