

請假單 Absence Form



請假人 Applicant								教科目 ubject					兼職 Position				
事由 Explanation							假別 e of leave					代理人簽章 Substitute					
請假日期 Date of leave						dd hr	至 To	年,	/y 月	月mm 日dd 時hr			請假時 Length of		共	天 dd 小時 hr	
原課表 Original Schedule										補/調課情形 Arranged/Switched Schedule							
班級 Class	日 D	星期 D/W	節次 Period	科目 Subject			簽章 itute	班級 Class	月 M	日 D	星期 D/W		科 Subj		代理人簽章 Substitute		
呈核 Submission for approval																	
請假人簽名 Applicant signature						人事 rsonne	•			校長 Principal							
	會辦單位 Notification of related offices																
單位主管 Unit Head			教: Curricu				學組- lum Se		,				教務主任 Academic office				
								說明 R	emarks								

- 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7:30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.