

東海大學兼任教師請假申請單

Tunghai University Part-Time Faculty Leave Application Form

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| 教職員工編號 Employee No. | | 姓名 Name | | 聯絡電話 Mobile | | |
| 服務單位及職稱 Dept. & Title | | | | | | |
| 假別 Type of Leave | | | | 請假日數 Days | | |
| 請假期間 Leave Period | 年 月 日 : 至 年 月 日 : 止 | | | | | |
| 事由 Reason | | | | | | |
| 代課人或 補課安排 Substitute Teacher or Make-up Class Arrangement | <p>【請務必填入請假期間有課日期、節次】以及</p> <p>1、代課人(須為本學期有聘任於本校之教師) 或</p> <p>2、補課安排, 明訂補課日期、節次、地點等資訊, 並請公告予學生周知</p> <p>Please make sure to fill in the class dates and periods that fall within the leave period, and provide the substitute teacher (must be a currently employed teacher of this semester at THU) or make-up class details (date, time, and location). Please also ensure the make-up information is announced to students.</p> | | | | | |
| 請假人 Applicant | 代課人 Substitute Teacher | 單位主管 Department Chair | 一級主管 College Dean | 會辦 教務處 Reviewed by Academic Affairs | 會辦 人事室 Reviewed by Personnel | 校長 President |
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- 請假及休假程序如下 Leave Approval Procedures :
 - 一、一日以內者由所屬單位主管批。
Leave within one day: Approved by the Chair of Department.
 - 二、超過一日未滿三日者由一級主管核准。
Leave from one to three days: Approved by the Dean of College.
 - 三、三日以上者報請校長批。
Leave more than three days: Approved by the President.

- 請假皆需於事前提出請假程序，始得生效。但有急病或緊急事故，得由其同事或家屬親友代辦或補辦請假手續，補辦請假手續應於事件發生之 15 日內完成，逾期不予受理。

All leave applications must be submitted in advance for approval before taking effect. In cases of sudden illness or emergency, a colleague or family member may assist with or complete the leave application on behalf of the applicant. The supplementary leave application must be completed within 15 days after the incident; late applications will not be accepted.

- 本表單僅供兼任教師（無法使用本校差勤管理系統者）使用，本校專任（全職）教職員工應依相關規定並至本校差勤管理系統辦理差假；請假單依相關程序簽准後，請留存於所屬教學單位備查。

This form is for part-time faculty only. Full-time faculty and staff must apply for leave through the Attendance Management System in accordance with related regulations. Once approved, this form should be retained by the applicant's teaching unit for recordkeeping.

參考法源：專科以上學校兼任教師聘任辦法、教師請假規則、東海大學職工請假及休假規則