新北市立新北高級工業職業學校教師請假課務處理表

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| 請假人姓名 | | | | |  | | | 處室  科別 | | |  | | | | | 職務  身分 | | | □專任教師　□導師　□行政教師  □兼任教師　□其他 | | | | | | | | |
| 請假  事由 | | | | |  | | | | | | | | | | | 假別 | | | □公假　□事假　□病假　□喪假  □婚假　□休假　□其他 | | | | | | | | |
| 請假  日期 | | | | | 自　　　年　　月　　日　　時，星期（　　）  至　　　年　　月　　日　　時，星期（　　） | | | | | | | | | | | | | | | | 共　　　日　　　時 | | | | | | |
| □**已至智慧差勤系統請假 (請先至差勤系統請假，再將本「課務處理表」交由教學組處理。)** | | | | | | | | | | | | | | | | | | | | | | |
| 補課  方式 | | | | | □調課　　□覓人代課　　□教務處排代**(請先告知教學組)** | | | | | | | | | | | | | | | | | | | | | | |
| 請假時間 | | | | | | | | | | | | 調課時間  **(代課免填)** | | | | | | 調代課教師 | | | | | 補課情形 | | | 備註 | |
| 月 | | 日 | 星期 | | | 節次 | 班級 | | 科　目 | | | 月 | | 日 | 星期 | | 節次 | 己補 | | 未補 |
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| ➀請假人 | | | 年　　月　　日 | | | | | | | | | | | | | | | | ➌  教務主任 | | | |  | | |
| ➊  課務處理 | | |  | | | | | | ➋  教學組長 | | |  | | | | | | |

附註：

1.請假人應事前經校長核准後，始可離校。若因特殊事故無法親自請假時，請委託他人代辦請假手續。

2.**請假人員請先於校務行政系統辦理線上請假手續；如需銷假且涉及課務，請通知教學組**。

3.**請假人員於請假當日有課務者須填寫本表，無課務者免填。**

4.請假人員於請假期間如有課務，務必於離校前，再向教務處、學務處確認代理代課均已安排妥適，以免衍生爭議及影響學生受教權。

5.若由教務處排代時間超過一星期者，「班級」及「科目」處只需註明「全部課程」免填細目。

6.核章完畢請送回教務處存查。