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| 學制 | |  | | | 班別 | | |  | | | | | | | 學號 | | |  | | | | | | 姓名 | | |  | | | | | |
| 假 別 | | | □事假 | | | | □病假 | | | | | | □公假 | | | | | | | | □生理假 | | | | | | | □喪假 | | | | |
| □婚假 | | | | □產假 | | | | | | □懷孕假 | | | | | | | | □哺育幼兒假 | | | | | | |  | | | | |
| 請假日期 | | | 年　 月　 日第　 節起至　 年　 月　 日第　 節止　計 　天 　節 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事 由 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 請假節次 | 請假日期（星期） | | | | | 節次 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | 2 | 3 | 4 | | 5 | | | 6 | | 7 | 8 | | | 9 | | 10 | 11 | | | | 12 | 13 | 14 |
| 年　 月　 日（　） | | | | |  | | | |  |  |  | |  | | |  | |  |  | | |  | |  |  | | | |  |  |  |
| 年　 月　 日（　） | | | | |  | | | |  |  |  | |  | | |  | |  |  | | |  | |  |  | | | |  |  |  |
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| 年　 月　 日（　） | | | | |  | | | |  |  |  | |  | | |  | |  |  | | |  | |  |  | | | |  |  |  |
| 檢附資料：□核准之公文　□核准之報告　□臨時公務派任單　□就醫證明　□訃聞　 □其他證明文件＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 主辦老師  （非公假者免） | | | | 導師 | | | | | 輔導教官 | | | | | | | 主任導師 | | | | | | 生輔組組長 | | | | | | | 學務長 | | | |
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備註：

1. 公假及請假三日以上者，各假別均須檢附相關證明。
2. 請假事由、節次請自行以「ˇ」表示。＊進修部上課節次為第11~14節。
3. 調補課請假，請填寫原上課日期、節次。
4. 請假應事前辦理，無法事前辦理者，應於缺席日起八日內完成請假手續（含例假日）。
5. 請假須經表列人員逐層核准：三至四日導師、輔導教官、主任導師、生輔組長；五日以上至學務長；公假須經表列人員逐層核准：一至二日導師、輔導教官、主任導師、生輔組長；三日以上至學務長。
6. 進修部學生請假三日以上者，免經主任導師簽章。
7. 請勿偽造老師簽章，違反者依校規處分。
8. 漏填、誤填、錯置均以未完成請假論。