**高雄市英語教學資源中心外籍教師請假申請單  
KETRC Foreign Teacher Leave Application Form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **姓名(Name)** |  | | **假別**  **(Type of Leave)** | | |  | |
| **請假事由**  **(Reason of Absence)** |  | | | | | | |
| **請假日期**  **(Date of Leave)** | 自(From)西元\_\_\_\_\_\_\_\_\_年(Y)  \_\_\_\_\_月(M)\_\_\_\_\_日(D) \_\_\_\_\_時(H) 至(to) 西元\_\_\_\_\_\_\_\_\_年(Y)  \_\_\_\_\_月(M)\_\_\_\_\_日(D) \_\_\_\_\_時(H)  合計(Total)  \_\_\_\_\_\_\_日(D)\_\_\_\_\_\_\_時(H) | | | **證明文件(Documentary Evidence)**  \*Official approved letters are required for official leaves.  \*\*Diagnose certificates are required for sick leaves exceeding 3 days. | | | □ Not required  □ Official approved letters  □ Diagnose certificates  □ Other:\_\_\_\_\_\_\_ |
| **請假節數**  **(Classes Absence)** | □ No class  □ \_\_\_\_\_\_classes absence | | | | | | |
| **請假人(Applicant)** | | **單位主管(Director)** | | | **校長(Principal)** | | |
|  | |  | | |  | | |
| **申請日期(Date of Application)：西元\_\_\_\_\_\_\_\_\_\_\_\_年(Y)\_\_\_\_\_\_\_\_\_\_月(M)\_\_\_\_\_\_\_\_\_\_日(D)** | | | | | | | |

注意事項Notes:

1.乙方每年請事假超過 7 天者按日扣薪；每年請事病假合計超過 14 天者按日扣薪。乙方請任何事病假或年假時，若有課務，應與本國教師協調調課，或另覓時間補上，或支付代課鐘點費予甲方，代課鐘點費之數額與第 4.1.2 條之超支鐘點費同。

Party B is entitled to seven days of personal leave or fourteen days of personal and sick leave combined. Party B’s salary will be deducted by day for personal or sick leave in excess of such lengths. When taking personal/sick leave or annual leave during a school term, Party B shall switch classes with domestic teachers or reschedule the cancelled classes or pay the substitute teaching fee to Party A. The amount of substitute teaching fees shall be the same as the extra pay for working extra hours in 4.1.2.

2.乙方所得年假天數及事病假天數依照甲乙方簽約之聘期長度比例計算。

The length of annual leave and personal/sick leave entitled to Party B shall be in proportion to the term of Employment.

3.乙方有關婚假、產前假、陪產假、娩假、流產假、喪假、公假、生理假、家庭照顧假等事宜，依行政院與所屬中央及地方各機關聘僱人員給假辦法辦理。

Party B shall apply for marriage leave, pre-maternity leave, paternity leave, maternity leave, miscarriage leave, compassionate leave, leave for official affairs, menstrual leave, and family care leave with respect to the leave application regulations of the Regulations on Special Leave for Employees of the Executive Yuan

and Subordinated Agencies.

4.請假程序

乙方如欲請事假，應於3天前提出請假單，並經甲方核准，始完成請假手續。如請病假者，得以當天電話請假，但事後仍需補填請假單；病假連續兩日者，則須補交醫療院所之就醫證明文件。前述給假，甲方有權准駁之。

Application for absence/leave

If Employee needs to take a personal leave, he/she has to submit a leave note at least three days in advance. The leave note has to be permitted by Employer to be activated. If a sick leave is taken, Employee is entitled to inform Employer by phone call on the day, but the leave note is required afterwards. If the sick leave is more than two days, related medical documents from formal hospitals or clinics have to be submitted by Employee. Employer, however, has the authority to decide if absence/leave is permissible.

5.乙方的年假，休假日期應由甲方核准，才可以休假，不得與甲方教學相關工作衝突。

Employee’s annual leaves will have to be permitted by Employer under the circumstances of not contradicting Employer’s teaching work.

6.詳細請假規範，請見合約書。

For the comprehensive regulations regarding leaves, please refer to the Contract.