國立中科實驗高級中學教師調代課單

填妥送核時間： 月 日 時 分

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| 處室及  職稱 | | | |  | | | | | | | | 請假人姓名 | | | |  | | | | 事由 | | | |  | | | |
| 請假  時間 | | | | 自 年 月 日 時起 至 年 月 日 時止 共 日 時 | | | | | | | | | | | | | | | | | | | | | | | |
| 請假日期缺課科目 | | | | | | | | | | | | | | | | | | | 預定調課或代課(調、代課選填其一) | | | | | | | | |
| 代課 | | 調課 | | | | | | |
| 代課教  師簽名 | | 調課日期 | | 星期 | | 節次 | 科目 | 調課科目 教師簽名 |
| 月 | 日 | | 星期 | | | 節次 | 班級 | | | 科目 | | | | 基本鐘點或超時鐘點(請勾選) | | | | |
| 基本  鐘點 | | | 超時  鐘點 | |
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| 未填調代課原因 | | | | | | | | | □公假排代(調) □其他(請詳述) | | | | | | | | | | | | | | | | | | |
| 假別 | | | | | 公假 | | |  | | | | | 娩假 | |  | | | 請假人簽章 | | | | | | | | | |
| 事假 | | |  | | | | | 喪假 | |  | | |  | | | | | | | | | |
| 病假 | | |  | | | | | 補假 | |  | | |
| 婚假 | | |  | | | | | 其他 | |  | | | 人事室 | | | | | | | | | |
| 教務處 | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| 教學組 | | | | | | | | | | | 教務主任 | | | | | | |
|  | | | | | | | | | | | | | | | | | | 校長核示 | | | | | | | | | |
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