**學員請假單Request for Leave Form**

單位留存Kept in Language Center

|  |  |
| --- | --- |
| 班別 Class | □春季班Spring Session □夏季班Summer Session□秋季班Fall Session □冬季班Winter Session |
| 填表日Date of filling in |  / /  |
| 姓名 Name |  | 電話Mobile |  |
| 課程名稱Course | 請假時間Period of taking off | 教師Teacher | 老師簽章Teachers’ Signature  |
|  | From / / to / / : - : |  |  |
|  | From / / to / / : - : |  |  |
|  | From / / to / / : - : |  |  |
| 請假理由Reasons | □公假 Official leave□病假 Sick leave□其他 Others \_\_\_\_\_\_\_\_\_\_\_\_\_ | 共計 Total\_\_\_\_\_\_\_ 時 Hour |
| 1. 無論請假與否，請假均計入缺席時數。

All classes that students miss will be counted as absent hours even if they have submitted a leave permit in advance.1. 請於三日內填寫請假單，否則視為曠課。

Students should fill out Request for Leave Form in 3 days, or they will be considered absent for the courses they have missed.1. 學生缺課(含請假)總時數不得超過全學期上課時數的30%。

Students cannot miss more than 30% of the total class hours in a term. |
| 負責人核准 |  | 主管複核 |  |

**學員請假單Request for Leave Form**

學生留存Kept by student

|  |  |
| --- | --- |
| 班別 Class | □春季班Spring Session □夏季班Summer Session□秋季班Fall Session □冬季班Winter Session |
| 填表日Date of filling in |  / /  |
| 姓名 Name |  | 電話Mobile |  |
| 課程名稱Course | 請假時間Period of taking off | 教師Teacher | 老師簽章Teachers’ Signature  |
|  | From / / to / / : - : |  |  |
|  | From / / to / / : - : |  |  |
|  | From / / to / / : - : |  |  |
| 請假理由Reasons | □公假 Official leave□病假 Sick leave□其他 Others \_\_\_\_\_\_\_\_\_\_\_\_\_ | 共計 Total\_\_\_\_\_\_\_ 時 Hour |
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