**國立光復高級商工職業學校 教師請假任課處理分配表**

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| 請假人姓名 | |  | | | | | 職稱 | |  | | | | | | 簽章 | | |  | | |
| 假別 |  | | | | | | | | | | | | | | | | | | | |
| 請假  事由 |  | | | | | | | | | | | | | | | | | | | |
| 請假  日期 | 年 月 日 時分起至 月 日 時 分止 | | | | | | | | | | | | | | | 合計 | | | 天 時 | |
| 對調課、補課 | | | | | | | | | | | | | | | | | | | | |
| 班級 | 原上課時間科目 | | | | | | | | | 對調課或補課時間科目 | | | | | | | | | | 調課教師簽名  (補課不用簽名) |
| 月 | 日 | 星期 | 節次 | | 科目 | | | | 月 | 日 | | 星期 | 節次 | | | 科目 | | |
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| 代課 | | | | | | | | | | | | | | | | | | | | |
| 班級 | 科目 | | | | 星期 | | | 節次 | | | | 代理人簽名 | | | | | | 起止日期 | | |
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**填表人： 教學組長： 教務主任：**

年 月 日