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| **彰化縣立埔鹽國民中學教師請假調代課單** | | | | | | | | | | | | | | | | |
| **姓名** | |  | | | **假別** | |  | | **文號** | |  | | | | | |
| **請假事由** | |  | | | **職務代理或代導** | | | |  | | | | **請假天數** | | **天 時** | |
| **請假時間** | | **年 月 日：從第 節起；至 年 月 日：第 節止** | | | | | | | | | | | | | | |
| **調代課設定** | | | | | | | | | | | | | | | | |
| **星期** | | | **星期五** | | **星期四** | | | **星期三** | | | | **星期二** | | | **星期一** | |
| **節** | 時間 | | 月 日 | | 月 日 | | | 月 日 | | | | 月 日 | | | 月 日 | |
| **第一節** | 8:15  至  9:00 | |  |  |  |  | |  | |  | |  | |  |  |  |
|  |  | |  | |  |  |
| **第二節** | 9:15  至  10:00 | |  |  |  |  | |  | |  | |  | |  |  |  |
|  |  | |  | |  |  |
| **第三節** | 10:15至  11:00 | |  |  |  |  | |  | |  | |  | |  |  |  |
|  |  | |  | |  |  |
| **第四節** | 11:15  至  12:00 | |  |  |  |  | |  | |  | |  | |  |  |  |
|  |  | |  | |  |  |
| **第五節** | 13:15  至  14:00 | |  |  |  |  | |  | |  | |  | |  |  |  |
|  |  | |  | |  |  |
| **第六節** | 14:15  至  15:00 | |  |  |  |  | |  | |  | |  | |  |  |  |
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| **第七節** | 15:15  至  16:00 | |  |  |  |  | |  | |  | |  | |  |  |  |
|  |  | |  | |  |  |
| **第八節** | 16:15  至  17:00 | |  |  |  |  | |  | |  | |  | |  |  |  |
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代課費用：1.公(差)/喪/婚/3日以上病假 由學校排代公費處理。

2.事/病/休假請個人處理調課或請人代課，私下給予代課費用。

3.第8節代課費用無論哪一種假請私下給予。