

雲林縣立林內國中學生請假辦法

Yunlin County Lin-Nei Junior School Student Leave of Absence Regulations

- 一 事關同學未來免試入學或是否能畢業，務必請同學留意。
Please do pay attention because it is related to student's exam-free admission in the future or successful graduation.
- 二 凡本校學生因故不能到校或缺課者，一律依照本辦法請假。
Students in our school shall deal with leave application according to the regulations if they are not able to go to school or have to be absent from class due to any reason.
- 三 請假辦法如下： Leave of absence regulations are as below:
 - 1 公假：由學校派遣或為公服務而請假者。
Official leave: It is for the event assigned by the school or public service.
 - 2 事假：因事請假者，需有家長簽名同意者。
Personal leave: Students who take personal leave due to any reason must supply the signature and agreement from parents.
 - 3 病假：因疾病而請假者。
Sick leave: It is for leave due to illness.
 - 4 喪假：因直系親屬死亡而請假者。
Funeral leave: It is for the death of immediate family.
- 四 請假手續及注意事項： Leave of absence application and notes
 - 1 請假單請向導師索取。
Please request the leave application form from the homeroom teacher.
 - 2 請假者填寫請假單經家長簽章後送請導師簽註意見，再送回學務處生活教育組核准後始能生效。
Student who takes leave shall fill out the application form for the parent to sign before submitting to the homeroom teacher for remarking opinion. After that, the form shall be delivered to disciplinary subsection at Student Affairs Division for approval so that it can be effective.
 - 3 凡請事假者，請事假應於事前申請，不得事後補請。須附家長證明，若臨時有急事，可酌情准於缺席之翌日補辦請假手續。事假不得超過三天，超過二天者須由家長到校說明事由。
Students who take personal leave must submit the application in advance of the event, and it is not allowed to supplement the application after the event. Parent consent must be enclosed. If there is any urgent situation that is unexpected, the leave application procedure can be supplemented the day after the absence according to the actual situation. Personal leave must not be more three days, and parents shall visit the school in person to explain the reason for the personal leave

over two days.

- 4 凡請病假者在兩天以上者，必須提出醫師證明。
Students who take sick leave for more than two days must enclose certificate from the doctor.
- 5 凡請公假者，集體公假一律由有關老師造冊請假。個別公假由學生填寫公假單由調派教師請假。
In terms of official leave, official leave for group shall be carried out by the relevant teacher with the list of students' names. For individual official leave, the student shall fill out the official leave application form for the teacher who assigns the event to the student to carry out leave application.
- 6 請假者應於返校上課三天內，完成請假手續，逾期生活教育組將不受理請假。
Students who take leave shall complete the application procedure within three days after returning to school. Any overdue will not be accepted by the disciplinary subsection.

五 准假權責： Permission of school authority

- 1 凡請假五日以下者，由生活教育組報請學務主任核准。
For leave of below five days, it shall be reported by disciplinary subsection to the Director of Student Affairs for approval.
- 2 凡請假五日以上經學務處報請校長核准。
For leave of more than five days, it shall be reported by the Student Affairs Division to the Principal for approval.
- 3 到校後臨時須離校者，病假者由健康中心核准並會生活教育組，事假者逕至生活教育組請假外出，經核准後方可離校。
If students who have arrived at the school have to leave the school temporarily, sick leave shall be approved by the health center before informing disciplinary subsection while personal leave shall be directly requested to the disciplinary subsection. After approval, the student can leave the school.
- 4 請假期滿如未辦續假手續者，仍以曠課論。若未期滿而返校上課者，應至學務處辦理銷假。
Students with expiration of the leave who fail to submit leave renewal application will be regarded as absent from class. If students return to school for class before the expiration of the leave, they shall submit leave cancellation at Student Affairs Division.
- 5 學生請假不能事先辦理者，應於返校後三天內補辦請假手續，否則以曠課論。
If the request for leave is not able to be applied in advance, students shall

supplement the leave application within three days after returning to school. Failing to do so will be regarded as an absence from the class.

- 6 不假外出者，以逃學論處，記小過乙次。外出破壞校譽情節嚴重者記大過處份。

Students who leave the school without leave application will be regarded as school truancy and be punished with one minor demerit. For those who severely damage the reputation of the school when going out shall be punished with major demerit.

- 7 本辦法經校長核定後實施，修正時亦同。

The regulations shall be implemented after approval by the Principal; the same procedure shall be followed in case of any modification.