

Application Form for Teacher Leave and Class Substitution

Chang An Elementary School, Changhua County

☐ Request for Substitute Teaching Payment (To be Checked by Academic Affairs Office)

Position / Role	<input type="checkbox"/> Director <input type="checkbox"/> Section Chief <input type="checkbox"/> Homeroom Teacher <input type="checkbox"/> Subject Teacher	Name		Type of Leave	<input type="checkbox"/> Official Leave <input type="checkbox"/> Business Leave Sick Leave (Over 3 Days) <input type="checkbox"/> Bereavement Leave <input type="checkbox"/> 其他
Document No		Reason for Leave		Leave Period	• From: • To: • Total: [] Days [] Hours

Substitute Teaching Date:		Year: _____ Month: _____ Date: _____				
Lesson		Subject	Teaching Progress	Substitute Teacher Signature (Hours)	Substitute Teacher Attendance (Daily Total)	
A M	0				Morn ing Atten dance / Sign- in	
	1					
	2					
	3					
	4					
Lunch / Recess / Dismissal						
P M	5				After noon Atten dance / Sign- in	
	6					
	7					
Applicant / Teacher		Academic Affairs Section Chief		Director of Instruction		Principal

Remarks:

1.This application is processed in accordance with Article 14 of the “Teacher Leave Regulations” and the regulations of Changhua County for teacher leave, class adjustment, make-up lessons, and substitute teaching in senior high and below schools.

2.The applicant shall submit the leave request via the cloud-based school administrative system and upload this PDF form as supporting documentation, or complete and print the paper form and submit it to the Academic Affairs Office for class substitution arrangements. Revised by Academic Affairs Office, 2022