Wenzao Ursuline University of Languages

Division of Extension Education

**□ Change schedule** **□ Asking for leave**

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| --- | --- | --- | --- |
| **Department** | **Name of the Teacher** | **Date** | **Total** |
| **Division of Extension Education** **□WenZao main campus □Fongshan Branch****□Szu-Wei Branch □Tainan Branch**  |  |  | **\_\_\_\_Day \_\_\_\_Class** |
| **Name of Class** |  |
| ***Reason*** |  |
| Original Schedule |
| **Date and Class** | **Month** | **Date** | **Day of Week** | **Time** | **Classroom**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| New Schedule  |
| **Date and Class** | **Month** | **Date** | **Day of Week** | **Time** | **Sub-teacher’s****Signature** | **Classroom**  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **□ Settlement between teachers □ Accounting Dept. pays to sub-teacher** |
| **Receiver** |  |
| **Head of** **Curriculum Section** |  |
| **Director** |  |

Remarks:

1. A substitute teacher’s signature, if obtainable, is required; otherwise, the Division will look for a substitute teacher for you or a new schedule for make-up class must be rearranged.
2. Procedures of “Asking for Leave”: 1st Fill out the written request for leave one-week in advance. 2nd  Communicate with students and all students sign their name on the back of this form. 3rd Verified by Head of Curriculum Section. 4th Approved by Director, 5th Place on file.
3. To ensure the quality of class, please try not to postpone any class. However, if you have to reschedule the class, please fill out the form for change of class schedule.
4. Rules for “Asking for Leave”:
	1. Please minimize asking for leave of absence during any term.
	2. If you have to ask for leave, an announcement one-week in advance and agreement in class are required before you inform the Division. Then you need to fill out the written request for leave 3 days prior to the class time unless it is a sick leave or an urgent event.
	3. Please announce the new schedule to your class after the leave is approved and do not forget to make a copy of the class attendance sheet for the Division in case that there is a need to inform the absent students.

Thanks for your understanding and cooperation.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**