**(學校全銜)（全銜）留職停薪人員申請書**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | | | | | | | | | | | | | | | | | 申請日期： | | | | | | |  | | | | 年 | |  | | | | 月 | |  | | | 日 |
| 申請人 | | 單位 | |  | | | | | | 職稱 | | |  | | | | | | | | 姓名 | | | | | |  | | | | | | | | | | | | |
| 到職日期 | | 年 月 日 | | | | | | | | 教師聘期  有效期間 | | | | | | | | 自 年 月 日起  至 年 月 日止 | | | | | | | | | | | | | | | | | | | |
| 申  請  留  職  停  薪事  由  ︵  請    ︶ | □ | 進修 | | | * 國內 * 國外 | | | | 進修院校系所名稱 | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| □ | 養育三足歲以下子女 | | | 稱謂姓名 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 出生日期 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| □ | 依法應徵服兵役 | | | 役別 | | | |  | | | | | | | | 入營日期 | | | | |  | | | | | | | | | | | | | | | | | |
| □ | 請延長病假公傷病已滿期限仍不能銷假 | | | 原請假別 | | | |  | | | | | | | | 傷病情形 | | | | |  | | | | | | | | | | | | | | | | | |
| 起迄日期 | | | |  | | | | | | | |
| □ | 直系血親尊親屬侍親 | | | 稱謂姓名 | | | |  | | | | | | | | 須侍奉  原因 不同戶籍應說明 | | | | |  | | | | | | | | | | | | | | | | | |
| 出生日期 | | | |  | | | | | | | |
| □ | 照護配偶或子女 | | | 家屬稱謂 | | | |  | | | | | | | | 須照護  原因 | | | | |  | | | | | | | | | | | | | | | | | |
| 姓名 | | | |  | | | | | | | |
| □ | 配偶因公  派赴國外須隨同前往 | | | 配偶姓名 | | | |  | | | | | | | | 派赴機關 | | | | |  | | | | | | | | | | | | | | | | | |
| 派赴事由 | | | | □工作　□進修 | | | | | | | | 派赴國別 | | | | |  | | | | | | | | | | | | | | | | | |
| □ | 其他事由 | | | (請敘明) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 切結事項 | 未以學期為單位申請之原因 | | | | □因服兵役實際需求提出申請 □因養育三足歲以下子女實際需求提出申請  □因特殊事由經服務學校核准(勾選「因特殊事由經服務學校核准」者，應敘明事由) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 請敘明特殊事由 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本次留職停薪，是否屬寒(暑)假前後曾復職，次學期開學前後再申請？ □是 □否  ※勾選「是」者，應敘明不可預期之緊急情事。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 請敘明不可預期之緊急情事 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 擬申請留職停薪起迄日期 | | | | |  | 自 | 年 | | | |  | | | 月 | |  | | | 日起 | | | | 共計 | | |  | | | 年 | | | |  | | 月 | |  | 日 | |
|  | 至 | 年 | | | |  | | | 月 | |  | | | 日止 | | | |
| 附陳證件 | | □戶口名簿、謄本 | | | | | | | □醫院診斷證明書 | | | | | | | | | □切結書 | | | | | | | | | | | | | | □錄取或就學通知 | | | | | | | |
| □重大傷病證明 | | | | | | | □配偶因公奉派證明 | | | | | | | | | □服兵役入營通知 | | | | | | | | | | | | | | □ | | | | | | | |
| 申請人 | | |  | | | | | 會辦單位 | | | | | | |  | | | | | | | | | | 首長  批示 | | | | | | * 同意辦理留職停薪 * 不同意辦理留職停薪 | | | | | | | | |
| 單位主管 | | |  | | | | | 人事室 | | | | | | |  | | | | | | | | | |

備註:留職停薪人員於寒(暑)假前後曾復職，次學期開學前後再申請，學校應依教育人員留職停薪辦法第5條規定，組成諮詢小組審議。

111年4月12日修正