**教師請假課務處理單**

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| 請假人 | |  | | | 請假  期間 | 自 年 月 日 時 分  至 年 月 日 時 分 | | | | |
| 課務安排 | | | | | | | | | | |
| 日期 | 節次 | | 班級 | 代課人或調課 | | | 日期 | 節次 | 班級 | 代課人或調課 |
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**教師請假課務處理單**

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| 課務安排 | | | | | | | | | | |
| 日期 | 節次 | | 班級 | 代課人或調課 | | | 日期 | 節次 | 班級 | 代課人或調課 |
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