

# Wenzao Ursuline University of Languages

## Division of Extension Education

Change schedule       Asking for leave

<b>Department</b>	<b>Name of the Teacher</b>	<b>Date</b>	<b>Total</b>			
<b>Division of Extension Education</b> <input type="checkbox"/> WenZao main campus <input type="checkbox"/> Fongshan Branch <input type="checkbox"/> Szu-Wei Branch <input type="checkbox"/> Jianguo Branch <input type="checkbox"/> Tainan Branch			_____Day    _____Class			
<b>Name of Class</b>						
<b><i>Reason</i></b>						
<b>Original Schedule</b>						
<b>Date and Class</b>	<b>Month</b>	<b>Date</b>	<b>Day of Week</b>	<b>Time</b>	<b>Classroom</b>	
<b>New Schedule</b>						
<b>Date and Class</b>	<b>Month</b>	<b>Date</b>	<b>Day of Week</b>	<b>Time</b>	<b>Sub-teacher's Signature</b>	<b>Classroom</b>
<input type="checkbox"/> Settlement between teachers			<input type="checkbox"/> Accounting Dept. pays to sub-teacher			
<b>Receiver</b>						
<b>Head of Curriculum Section</b>						
<b>Director</b>						

**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": 1<sup>st</sup> Fill out the written request for leave one-week in advance. 2<sup>nd</sup> Communicate with students and all students sign their name on the back of this form. 3<sup>rd</sup> Verified by Head of Curriculum Section. 4<sup>th</sup> Approved by Director, 5<sup>th</sup> 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":
  - 4.1 Please minimize asking for leave of absence during any term.
  - 4.2 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.
  - 4.3 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:** \_\_\_\_\_