**臺北醫學大學 教職員工(疫苗接種假)請假單  
Taipei Medical University   
Application for COVID-19 Vaccination Leave**

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| **所屬一級單位 Unit** |  | | **所屬上班單位 Work Place** | |  | |
| **請假人 Applicant** |  | | | | | |
| **請假時日 Duration of Leave** | **開始日期時間：民國 年 月 日 時 分  Starting Date/Time： (MM/DD/YYYY; HH/MM)** | | | | | |
| **結束日期時間：民國 年 月 日 時 分**  **Ending Date/Time: (MM/DD/YYYY; HH/MM)** | | | | | |
| **請假事由 Reason** |  | | | | | |
| **職務代理人 Substitute** |  | | | **教學代理人 Substitute for Teaching** | **(職員免填/If Applicable)** | |
| **學科主管 Division Supervisor** |  | **系所主管 二級主管 Supervisor** | |  | **一級主管 Dean** |  |
| **人力資源處 Office of Human Resources** |  | | | | | |

**「疫苗接種假」為因應防疫的特殊假別，前往接種疫苗及接種後若發生不良反應，自接種之日起至接種次日24時止，檢具疫苗接種紀錄卡，得請「疫苗接種假」，請假期間不支薪，採用紙本假單申請。  
COVID-19 Vaccination Leave is the special case leave for faculty/staff who need t** **to take a vaccination leave, starting from the date of vaccination until 24:00 on the following day, to receive vaccinations and if they experience adverse reactions after vaccination by providing the “COVID-19 vaccination record card”. Please note that COVID-19 Vaccination Leave is unpaid. (Written application only)**

**110/5/6製單/Revised on 05/06/2021**