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| **國立勤益科技大學教職員離（調）職程序單****National Chin-Yi University of Technology Staff Resignation/Transfer Procedures Form** |
| 離職人簽章 Applicant’s Signature | 服務單位 Service Unit | 職 稱Job Title | 編 號 Number | 離職日期 Departure Date | 離職原因 Reason for Departure |
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| 會辦單位 Coordinated by | 意見或簽章 Opinion or Signature |
| 原單位業務移交 Business Handover to Original Unit | 當事人移交程序已完成，移交清冊留單位內備查。**(主管請確實監督完成移交作業後始得核章)**The handover procedures of the parties concerned have been completed, and the handover list is kept for reference within the unit.**(Supervisors should ensure that the handover procedures are completed before affixing their seal.)** |
| 教務處 Office of Academic Affairs |  |
| 學務處 Office of Student Affairs |  |
| 研究發展處 Office of Research and Development | (本欄位於教師離職時適用之，其他職員離職程序免會)(This field applies only to the resignation of teachers, and the resignation procedures for other staff members are exempt.) |
| 圖書館 Library |  |
| 電算中心 Computer Center |  |
| 環境保護及安全衛生中心 Center of Environmental Protection and Occupational Safety and Health |  |
| 員生消費合作社Staff and Student Cooperative  |  |
| 總務處 Office of General Affairs | 出納組 Cashier Section |  |
| 事務組 General Affairs Section |  |
| 保管組 Property Management Section | (離職前，請先完成保管財物之移交手續。) 保管人/單位財產管理人帳號停用日期：(Before resignation, please complete the transfer procedures for the custody of property.) Property Custodian/Unit Property Manager AccountDeactivation date: |
| 文書組 Documentation Section | 提醒： 離職前，請先確認所有經辦公文：1.辦結公文(含紙本公文)均已歸檔完竣。2.未辦結公文及所有歸檔公文已確認「接受人」並填妥「公文移交申請單」(總務處＞文書組＞表單下載)。 Reminder: Before resigning, please confirm that all handled official documents: 1. Completed official documents (including paper-based official documents) have been filed. 2. Uncompleted official documents and all filed official documents have confirmed the "receiver" and filled out the "Official Document Transfer Application Form" (Office of General Affairs>Documentation Section>Form Download).  |
| 檔管人員：(運用電子公文系統檢核無誤始可簽章File Management Personnel: (Signature is only allowed after checking the electronic Official Document System) | 公文帳號停用日期：Official Document Account Deactivation Date: |
| 總務長Dean of General Affairs |  |
| 主計室Accounting & Statistics Office |  |
| 人事室Office of Personnel |  （職名章繳回、職員證繳回、請假卡繳回、輔建、休假旅遊補助）(Return of Position Stamp, Employee ID Card, Leave Card, Counseling, Vacation Travel Allowance) |
| 校長 President |  |
| 附註 Notes | 一、遇有調職、辭職、留職停薪、退休及資遣等情事，應辦理離職手續。二、離職人員簽奉校長核准離職後，應即辦理交代或移交，並持本單送有關單位會章，繳回公物、證件、文書檔案及核退超支薪俸後，再向人事室辦理「離職證明書」，始完成離職手續。三、公文帳號停用及移交事項，離職(調)人員務必填寫。1. In case of job transfer, resignation, leave without pay, retirement, and termination, the departure procedures should be processed.
2. After the departing employee signs and receives approval from the school president, they should immediately handle the handover or transfer, and bring this form to the relevant unit for certification. They should return public property, documents, and archives, and settle any overpaid salary before proceeding to the Office of Personnel to apply for a "Certificate of Departure," thus completing the departure procedures.
3. For the matters of deactivating and transferring official accounts, departing (or transferred) personnel must fill out the necessary information.
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| 中華民國 年 月 日 Date: (yyyy/mm/dd) |