移 工 請 假 單

MIGRANT WORKER LEAVE APPLICATION FORM

移工姓名 / Migrant Worker Name	_____	**編號 / No.**	_____
護照號碼 / Passport No.	_____	**居留證號 / ARC No.**	_____
雇主姓名 / Employer Name	_____	**聯絡電話 / Contact No.**	_____

請假類別 / Leave Type □ 例假日 / Regular Day Off □ 特別休假 / Special Leave □ 探親 / 朋友 / Family or Friend Visit □ 其他 / Other: _____

請假期間 / Leave Period	自 / From：____ / ____ / ____	**至 / To：____ / ____ / ____**	時間 / Time：_____
請假原因 / Reason	_____	**前往地點 / Destination**	_____
休假期間聯絡方式 / Contact During Leave	電話 / Phone：_____	**地址 / Address**	_____
承辦人員 / Agency Representative	_____	**申請日期 / Application Date**	____ / ____ / ____

重要注意事項 / IMPORTANT NOTICE

1. 休假期間於工作場所外之個人行為、活動及安全，原則上由移工自行負責；除依法應由雇主負擔之責任外，雇主對移工個人於休假期間之行為及其所生損害概不負責。
During leave, the migrant worker is generally responsible for their own conduct, activities, and safety outside the workplace. Except for responsibilities imposed on the employer by law, the employer assumes no responsibility for the migrant worker's personal conduct during leave or any resulting loss or damage.

2. 請遵守臺灣法律，不得從事非法工作或其他違法行為。
Please comply with Taiwan laws. Illegal work or other unlawful activities are prohibited.

3. 請注意安全並保持可聯絡狀態；如因個人行為發生事故、受傷或其他損失，責任依法律及實際情況認定。
Please stay safe and reachable. Responsibility for accidents, injuries or losses caused by personal actions shall be determined according to law and actual circumstances.

移工簽名 / Worker Signature **雇主簽名 / Employer Signature**

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