

外國人休假返鄉承諾切結書

Promise Letter for Homecoming Leave of Migrant Worker

立切結書人：

本人 _____ (護照號碼： _____) 已徵得雇主
_____ 同意完成請假程序。

本人此次返鄉已申請假別：事假 _____ 天 特休假 _____ 天 病假 _____ 天 喪假 _____ 天
其他 _____ 天請假日期自西元 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日止，
共計 _____ 天因此本人預定應於西元 _____ 年 _____ 月 _____ 日返回台灣，及須向雇主以當面(或電話
等通訊方式)完成報到程序。若本人因故無法於上述請假期限內返回台灣，並完成向雇主報到程
序者，則本人必須於假期預定結束日之前兩日徵得雇主同意，方得延長請假期限；否則自假期預
定結束日之次日起逾假三日後未入境，亦未主動連繫雇主者，即屬無正當理由連續曠職三日，
本人同意自當與雇主終止聘僱關係，絕無異議。另，本人已確知台灣勞動相關法規，若因此而
造成雇主增加之費用，本人自願全額支付，恐口說無憑，特立此切結書為憑。

Affiant:

I, _____ (Passport Number: _____)
have followed the leave procedures according to the personnel regulations of the
company. For this homecoming, I have applied for the type of leave: Personal
Leave for _____ days Annual Leave for _____ days Sick Leave for _____ days,
 Bereavement leave _____ days, Others _____ days (from _____ / _____ /
to _____ / _____ / _____)., totaling _____ days. Therefore, I plan to return to Taiwan on
_____ / _____ / _____ and complete the check-in process process with the company supervisor,

in person (or through communication such as a phone call). If, for any reason, I am
unable to return to Taiwan and complete the Employer check-in process within the
specified leave period, I must obtain the Employer's consent two days before the
scheduled end of leave to extend the leave period. Otherwise, failing to enter Taiwan
beyond three days after the scheduled end of leave without a valid reason shall result
in the termination of my employment relationship with the Employer. Furthermore, I am
aware of the relevant labor laws in Taiwan, and I voluntarily undertake to bear all
expenses incurred by the Employer due to this, as specified by the labor laws.

This affidavit is made for verification.

此致 Sincerely

(雇主名稱Employer)

立切結書人Affiant：

(簽名Signed/ 蓋章sealed)

護照號碼Passport Number：

聯繫電話Contact Number：

地址Address：

Date: 西元 _____ 年 _____ 月 _____ 日

菲律賓外國人請假單

Leave Form for Filipino Migrant Workers

外國人姓名 Worker Name		雇主 Employer	
外國人連絡電話 Worker Phone number		外國人親友手機 Relatives phone number	
請假類別 Type of leave	<input type="checkbox"/> 事假Personal leave <input type="checkbox"/> 特休Special Leave <input type="checkbox"/> 病假Sick leave <input type="checkbox"/> 喪假Bereavement leave <input type="checkbox"/> 其他Others _____ _____	事由 Reason	
請假時間 Duration of leave	自_____年__月__日 __時__分 Begin from year month day hours minutes 至_____年__月__日 __時__分 Until year month day hours minutes	請假天數 Days of leave	_____天/days _____小時/hours
雇主意見 Employer opinion			

※備註remark：

*不得有違規的行為，且須注意安全。

Do not engage in any actions that violate regulations, and prioritize safety.

*在外的行為會自行負責。

You will be responsible for your behavior outside

*不得打架鬧事。

Fighting or causing disturbances is strictly prohibited.

*請依照時間回雇主家。

Please return to the employer's residence according to the specified times.

外國人簽名 Worker Signature : _____

日期Date : _____ / _____ / _____