長榮大學教職員工離職手續單
Chang Jung Christian University Faculty and Staff Resignation Formality Form

離職生效日期 Effective Date of Resignation：
_____年(year)____月(month)____日(day)

單位 Unit：_____ 姓名 Name：_____ 職稱 Job Title：_____

相關單位 Relevant Unit	應辦事項 Required Tasks	承辦人暨主管核章 Signature Seal of Undertaking Personnel and Supervisor	
教務處 註冊課務組 Office of Academic Affairs Registration and Curriculum Section	有無借用教具器材 Are there any teaching aids and equipment loans to be returned?	承辦人 Undertaking Personnel	組長 Section Chief
學生事務處 諮商中心 Office of Student Affairs Counseling Center	導師業務交辦（**職員免辦**） Handover advisor tasks **(not applicable to staff)** 停止導師身分，以便安排後續班級導師事務。 Terminate advisor status to enable task arrangement for subsequent class advisor.	承辦人 Undertaking Personnel	主任 Director
總務處 Office of General Affairs	保管財物移交手續 Formalities for handing over the properties in custody.	出納組 Cashier Section	組長 Section Chief
	教師研究室移交手續**(職員免辦)** Formalities for handing over teacher research lab **(not applicable to staff)**.	保管事務組 Assets and General Affairs Section	
	有無申請汽機車通行證(須繳回) Is there a car or motorcycle permit? (Permit must be returned).	保管事務組 Assets and General Affairs Section	
	電話分機線路撤銷繳回 Cancel and return telephone extension.	採購營繕組 Procurement, Construction and Maintenance Section	總務長 Dean
研究發展處 Office of Research and Development	1. 有無尚未結案之教師/研究中心產學合作計畫案 Are there any unclosed teacher/ research center industry-academia collaboration projects? 2. 有無尚未結案之育成輔導計畫案 Are there any unclosed incubation counseling projects?	產創總中心 Innovation Headquarters-Innovation Incubation Center	主任 Director
	3. 有無尚未結案之學術研究計畫/研發社群/學術活動補助案 Are there any unclosed academic research projects /R&D communities /academic grant projects?	處本部 Office of Research and Development	研發長 Dean
圖書資訊處 Office of Library and Information Services	1. 有無借閱館藏(請攜帶識別證) Are there any library loans to be returned (please bring employee ID card)? 2. 有無積欠逾期罰款 Are there any outstanding overdue fines	圖書館櫃檯 Library Circulation Desk	組長 Section Chief
	3. 取消 E-mail 帳號 Cancel E-mail account.	系統網路組(計網中心 3F) System and Network Section	
	4. 取消識別證功能 Cancel employee ID card function.	軟體發展組(計網中心 3F) Software Development Section	圖書資訊長 Dean
會計室 Accounting Office	1. 有無尚未核銷之預付款 Is there any prepayment that has not yet been written off? 2. 有無尚未結案之計劃案 Are there any unclosed projects?	承辦人 Undertaking Personnel	組長 Section Chief 主任 Director
校牧室 Office of the Chaplain	1. 宗教信仰資料表停檔歸存 Close and save Religious Belief Information Sheet. 2. 有無借用器材 Is there any equipment loan to be returned?	承辦人 Undertaking Personnel	主任 Director

<table>
<tr><th>相關單位
Relevant Unit</th><th>應辦事項
Required Tasks</th><th colspan="2">承辦人暨主管核章
Signature Seal of Undertaking Personnel and Supervisor</th></tr>
<tr><td>體育室
Office of Physical Education</td><td>有無借用體育用品
Are there any sporting equipments to be returned?</td><td>承辦人 Undertaking Personnel</td><td>主任 Director</td></tr>
<tr><td>秘書室
綜合業務組
Office of the Secretariat
Administrative Affairs Section</td><td>有無借調檔案及公文歸檔事項
Are there any borrowed files and official documents to be returned?</td><td>承辦人 Undertaking Personnel</td><td>組長 Section Chief</td></tr>
<tr><td>所屬單位
Unit of Service</td><td>1. 經管業務之移交清冊及資料檔案
Turn in handover list and information files for businesses.
2. 經營公款、公務之移交
Handover of business funds and official matters</td><td>二級主管
Level 2 supervisor</td><td>一級主管
Level 1 supervisor</td></tr>
<tr><td>個資保護聲明
Notice of Personal Information Protection</td><td colspan="3">1. 本表蒐集之個人資料，僅限於特定目的使用，非經當事人同意，絕不轉做其他用途，並遵循本校資料保存與安全控管規定辦理。完整之個人資料蒐集、處理及利用告知聲明請詳細閱讀。可於本校網站 https://www.cjcu.edu.tw/pims 或業務單位辦公室取得最新版本之告知聲明。
The personal information collected by this form is used for a specific purpose only, and will not be transferred without the consent of the parties. We will follow the rules for personal information preservation and safety control. For related notifications, please refer to our website http://www.cjcu.edu.tw/pims.
2. 當您簽署與遞交本表單，表示您已知悉本校蒐集、處理、利用您的個人資料之特定目的與告知聲明。
When you sign and submit this form, it means that you are aware of the specific purpose of collecting, processing, and using your personal information by CJCU.</td></tr>
<tr><td rowspan="4">人事室
Personnel Office</td><td colspan="3">1. 人事室列為最後單位，須繳交識別證、職章、交接清冊、教職員手冊等，另聘期未屆滿之離職教師須更換聘書；有參加省教育會者，另交退會申請書或移動通知書（請至人事室網頁下載表格）。
The Personnel Office is listed as the last unit; employee ID card, employee seal, handover list, and faculty and staff manual must be submitted. Teachers who are resigning before the expiration of their appointment must change their appointment letters. Those who are members of the Taiwan Provincial Education Association must also submit an application for withdrawal or change notification (please download the form from the Personnel Office website).
2. 離職人員應依本單至各單位辦妥結清各項事務，並於離校生效日前完成離校手續；未完成離校手續者，如有公款公物未清還或致使學校財物聲譽損失，將依法訴究。
Former employees should follow this list to settle all affairs in each unit and complete the formalities before the effective date of leaving school; those who fail to complete the formalities for leaving school will be prosecuted in accordance with the law if they fail to return public funds and property or cause damage to the reputation of the school's property.
☐ 繳回識別證、職章、交接清冊、教職員手冊(識別證、職章遺失者請補切結書)
Return the employee ID card, employee seal, handover list, and faculty and staff manual (those who have lost their employee ID card or employee seal should submit their contract).
☐ 教師聘期未滿者，須更換聘書
Teachers whose appointment period has not expired must change their letter of appointment.
☐ 臺灣省教育會退會申請書(或移動報告書)
Application to withdrawal from the Taiwan Provincial Education Association (or change notification).
☐ 如為外籍人士，請填具**解約同意書**
For foreigners, please complete the Termination of Contract Agreement</td></tr>
<tr><td colspan="2">【離職證明書 Certificate of Resignation】
☐不申請 Not applying
☐委託他人代領
Authorized others to collect
☐親至人事室領取
Pick up in person at the Personnel Office
☐掛號郵寄 Registered mail</td><td colspan="2">【健保轉出證明 Certificate of Health Insurance Transfer】
☐不申請 Not applying
☐委託他人代領
Authorized others to collect
☐親至人事室領取
Pick up in person at the Personnel Office
☐掛號郵寄 Registered mail</td></tr>
<tr><td colspan="2">聯絡電話 Telephone number：
郵寄地址 Mailing address：</td><td>離職證明書
承辦人 Undertaking Personnel</td><td>組長 Section Chief</td></tr>
<tr><td colspan="2">【識別證是否有儲值錢 Does the employee ID card have stored value?】
☐否 No
☐有 Yes
退款銀行與銀行代碼 Refund bank and bank code:
退款帳號 Refund account number：</td><td>健保轉出證明
承辦人 Undertaking Personnel</td><td>主任 Director</td></tr>
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