

Request for unpaid short-term leave

*(Please note: this form to be used by all Graduate Assistants: Teaching, Research and Instructional).
(Guidelines are on next page)*

Student name (print)

Select one: TA RA IA

Date of request

Dates of proposed time off

Last date at work

First date back at work

Number of working days absent

If IA or TA, permission from course director

Print name

Signature

For all students, permission from dissertation mentor

Print name

Signature

Department Chair (or designee)

Signature

Assistant Dean for Graduate Studies

Signature

Director, Business Operations

Signature

Getting approval for short-term leave

26 Oct 2015

For IAs and TAs:

Unpaid time absent must not overlap classes in which you are assisting, from the first day of class to Semester Official Closing. In exceptional cases, if you are not required to assist in proctoring final exams, grading final exams or projects, or calculating and uploading grades, your course director may release you before Semester Official Closing. On the other hand be aware that course directors may require help meeting the grade submission deadline, several days after Semester Official Closing. Be aware that if you request a proposed absence date very close to the beginning of a semester, we will require approval from that course director, to verify that you are not needed for preparation or training activity.

For all Graduate Assistants:

This form is to verify that (1) your mentor approves of your absence from your research group; (2) your course director affirms that your absence will not interfere with your TA duties (if applicable); (3) your Program Director knows that you will be absent; (4) the Assistant Dean for Graduate Studies has checked that the number of days of absence is consistent with policy; (5) the Director of Business Operations deducts pay for unpaid leave.

Procedure:

Two months before the proposed absence:

Obtain signatures from mentors and Course Directors first, then turn in the form to the Department Chairs. They will sign and pass the form on to the Assistant Dean for Graduate Studies, who will give the final approval.