

**Graduate Teaching Assistant Leave Request Form**

**Name:** \_\_\_\_\_  
**ID:** \_\_\_\_\_

**Starting and Ending Dates of Total Leave Request**

I request leave from official duty beginning on \_\_\_\_/\_\_\_\_/\_\_\_\_ and ending on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Total number of hours requested: \_\_\_\_\_

**Reasons(s) for Leave**

Break between terms \_\_\_\_\_

Attending conference \_\_\_\_\_

Personal business \_\_\_\_\_

\*\*15 days of leave request per academic year is allowed

Approved                  Not Approved

\_\_\_\_\_  
Supervisor Signature (major professor or class coordinator)      Date