



## Form for Paid Leave Request by Graduate Assistant (GA)

### Absence Information

Name of GA:

T# of GA :

Graduate Program:

Work Supervisor:

Department Chair:

Dates of Paid Leave: From

To

Reason for Paid Leave:

*You must submit requests four weeks prior to the first day you plan to go on leave. See page 2 for rules on leave requests.*

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*GA Signature*

*Date*

### Approval

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*Work Supervisor Signature*

*Date*

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*Department Chair Signature*

*Date*

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*Interim Associate Dean Signature*

*Date*

Please submit the completed form to Mrs. Dana Ball in EIT 631.  
A completed copy will be emailed back to the GA, Work Supervisor, and Department Chair.

## Guidelines to Follow for Paid Leave Requests Submitted by GA

Any graduate assistant who wishes to take paid leave from his or her GA assignment must get prior approval from his or her work supervisor, department chair, and the approval from the Interim Associate Dean of EIT. In the absence of a work supervisor, the coordinator of the graduate program in which the graduate assistant is enrolled, must be consulted. With prior approval, stipend payments will not be affected. Graduate assistants who do not seek prior approval will be removed from payroll for the duration of their absence, and may likely lose their GA for the duration of their studies in EIT. The maximum days of paid leave for each type of GA appointment is indicated in the table below. Any graduate assistants wishing to take more than the maximum days of paid leave will typically have their stipend payment suspended. It is essential for graduate assistants to discuss any planned absences with their work supervisor well in advance, so that the timing of leave can be coordinated with the given work requirements. It is the responsibility of the student to inform their graduate coordinator as well as their dissertation advisor of the planned absence.

For leave requests other than paid leave, contact Dr. Jeff Connelly, Interim Associate Dean or Mrs. Dana Ball, Academic Support Specialist, in the EIT Dean's Office.

<b>GA Appointment Type</b>	<b>Maximum Days of Paid Leave</b>
<b>Full-GA (12 month)</b>	<b>10 business days (July 1 to June 30)</b>
<b>Full-GA (4.5 month)</b>	<b>4 business days (each Fall/Spring term only)</b>
<b>Half-GA (4.5 month)</b>	<b>2 business days (each Fall/Spring term only)</b>

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