



GRADUATE ASSISTANT LEAVE AUTHORIZATION FORM

To use non-compensable, non-accumulative sick leave hours and or personal leave hours to be absent from the assistantship workplace, you must complete this form either prior to or immediately after the absence. This form should be submitted to the supervisor and maintained by the assistantship unit. You must also record time used (sick, floating holiday, etc.) on the Graduate Assistant Timesheet.

Requested Sick Leave:

_____ Hours on _____ Date

Requested Floating Holiday:

_____ Hours on _____ Date

Requested Personal Leave/Other

Type: _____

_____ Hours on _____ Date

Please print

Name

UIN

Signature

Date