



**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