

GRADUATE ASSISTANT REQUEST FOR LEAVE OF ABSENCE

Note that this form is unrelated to FMLA and not intended as an application for FMLA

School or College

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Department Name

Graduate Student Assistant Leave of Absence (Applies only to GSAs)

Reference Article XI, F of the GEOC-AFT Contract: Graduate Student Assistants are entitled to three (3) days per semester of sick leave while on contract. One of these days annually may be used for personal leave day, which must be scheduled in advance with the concurrence of the GSA's supervisor. A Graduate Student Assistant must notify his/her immediate supervisor and division or department chair as soon as possible, and not later than the morning of any day in which he/she is taking a day of sick leave

Graduate Student Assistant's (GSA's) Name

Access ID

Current Contract Ends: _____

Requested Personal Day of Absence: _____

GSA's signature: _____

GSA supervisor's name and signature: _____

Graduate Assistant (GTA, GSA, GRA) Parental Leave of Absence

Reference Article XI, K of the GEOC-AFT Contract.

Note that the request for a parental leave of absence must be submitted no later than four (4) weeks prior to the schedule start of the leave. The Parental Leave of Absence should not exceed six (6) weeks.

Graduate Assistant's (GTA, GSA, GRA) Name

Access ID

Current Contract Ends: _____

Anticipated date of birth or the date the adopted child will join the family: _____

Date that the Leave is requested to begin if after the above date: _____

Graduate Assistant's signature: _____

GA's supervisor's name and signature: _____

Please return the completed form to the Business Affairs Officer of your School or College.