**REQUEST FOR LEAVE WITHOUT PAY OR TEMPORARY ASSIGNMENT
Student Assistants (RAs, PAs, TAs) and Employees in Training (Research Associates/Interns)**

|  |  |
| --- | --- |
| **Name:** |  |
| **Dept UDDS:****(if a split appt, coordinate with all units involved)** |  |
| **Empl ID:** |  |
| **Current Appt Title:** |  |
| **Title Code:** |  |
| **Current Appt %: (prior to leave)** |  |
| **Reason for Leave:** |  |
| **Leave % Requested: (during leave)** |  |
| **Duration of Requested Leave:** | **From:** | **To:** |
| **Is this an extension of a current request:** | **Yes** [ ]  **No** [ ]  |
| **If YES, indicate dates of prior****request(s) in the last two years:** |  |
|  |  |
| **APPROVALS:** | **Signatures** | **Date** |
| **Employee signature:** |  |  |
| **Supervisor signature:** |  |  |
| **Chair/Director signature:** |  |  |
| **Dean signature:** |  |  |
|  |  |

**Reason for Request:** [ ]  **Military (01)** [ ]  **Maternity (05)** [ ]  **Personal Reason (12)** [ ]  **Educational (02)** [ ]  **Paternity (06)** [ ]  **Sabbatical (16)** [ ]  **Professional (03)** [ ]  **Adoption (07)** [ ]  **Elder/dependent care (17)** [ ]  **Medical (04)** [ ]  **Other Work (09)** [ ]  **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**