**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**