



Form for Paid Leave Request by Graduate Assistant (GA)

Absence Information

Name of GA:

T# of GA:

Project Title:

Team Lead:

Director:

Dates of Leave:

From

To

Reason:

You must submit requests four weeks prior to the first day you plan to go on leave. See page 2 for rules on leave requests.

GA Signature

Date

Approval

Team Lead Signature

Date

Director Signature

Date

A completed copy will be emailed back to the GA, Team Lead, and COSMOS Director.

Guidelines to Follow for Paid Leave Requests Submitted by GA

Any graduate assistant who wishes to take paid leave from his or her GA assignment must get prior approval from his or her Team Lead and COSMOS Director. In the absence of a Team Lead, the COSMOS Director must be consulted. With prior approval, stipend payments will not be affected. Graduate assistants who do not seek prior approval will be removed from payroll for the duration of their absence, and may likely lose their GA for the duration of their studies. The maximum days of paid leave for each type of GA appointment is indicated in the table below. Any graduate assistants wishing to take more than the maximum days of paid leave will typically have their stipend payment suspended. It is essential for graduate assistants to discuss any planned absences with their Team Leads well in advance, so that the timing of leave can be coordinated with the given work requirements. It is the responsibility of the student to inform their Team Lead and COSMOS Director.

For leave requests other than paid leave, contact Dr. Nitin Agarwal, Director, COSMOS Research Center & Maulden-Entergy Chair and Distinguished Professor.

| GA Appointment Type | Maximum Days of Paid Leave |
|----------------------------|-----------------------------------------------------|
| Full-GA (12 month) | 10 business days (August 16 to August 15) |
| Full-GA (4.5 month) | 4 business days (each Fall/Spring term only) |
| Half-GA (4.5 month) | 2 business days (each Fall/Spring term only) |

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