

Request for Approved Leave for SES Graduate Assistants

Graduate Assistants are expected to be on campus and available for assistantship-related activities (meetings, trainings, lab or classroom activities, etc.) for the duration of the contract period. This includes the week before the start of classes each semester, as well as the week of final exams (note: GAs are not generally expected to remain on campus during the break between the end of fall semester and beginning of spring semester). GAs who would like to request permission to miss scheduled assistantship-related activities during the contract period or those that have to miss the week prior to the start of classes may do so with prior written approval using this form. After completing this form, please submit it to your academic advisor and GA supervisor for approval.

Name:
NAU Email:
Degree/Program:
Academic Advisor:
Date of Requested Leave:
Reason for Requested Leave:
Plan of Action for Missed Duties/Hours (please include the steps you will take to complete any missed assistantship activities or work hours) :

REQUIRED SIGNATURES

Approval of Academic Advisor:	DATE:
Approval of Current GA Supervisor:	DATE: