# 67A – TEACHING ASSISTANT LEAVE OF ABSENCE FORM

## Personal Information

<table>
<thead>
<tr>
<th>Id Number:</th>
<th>Full Name:</th>
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<tbody>
<tr>
<td></td>
<td>First Name</td>
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<table>
<thead>
<tr>
<th>Phone:</th>
<th>Email:</th>
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<table>
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<th>Address:</th>
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<th>Start Date:</th>
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<th>End Date:</th>
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<th>Return Date:</th>
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## Type of Leave

<table>
<thead>
<tr>
<th>1. Annual Vacation</th>
<th>2. Scientific Meeting</th>
<th>3. Other</th>
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</table>

If 2. chosen, you have to attach F1 form. Please explain if 3. chosen.

## Make Up Arrangements for Duties

Give details for duties and make up arrangements during your leave:

Date: / / 
Name & Signature:

## For Use of the Directorate of Human Resources

☐ Academic Board Secretaries have been informed.

☐ Office of Research Coordination and Support has been informed (only for scientific meetings).

Other Comments:

Date: __________ / ________ / ________  Name & Signature:

PLEASE RETURN THIS FORM TO THE DIRECTORATE OF HUMAN RESOURCES
## OFFICIAL APPROVALS

### To be filled in by the Teaching Program Coordinator

<table>
<thead>
<tr>
<th>Comments:</th>
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<tr>
<th>Date: / /</th>
<th>Name &amp; Signature:</th>
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### To be filled in by the Graduate Program Coordinator

<table>
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<th>Name &amp; Signature:</th>
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