



Teaching Assistant Leave of Absence Form

[This section to be filled in by the Teaching Assistant]

TA Name: _____

1. Type of Leave? 1. Annual Vacation 2. Scientific Meeting 3. Other

If 2 or 3, please explain: _____

I will be absent between _____ (start date) and _____ (end date)

I shall be back by: _____ (the next work day after the end date)

Select all that apply:

- I have the following teaching responsibilities in this period:

_____ (course codes)

- I have arranged for the make up of my duties by:

_____ (names/tasks/dates)

_____ (names/tasks/dates)

2. Contact Address and Telephone Number:

.....

.....

TA Signature:

[This section to be signed by Teaching Program Coordinator *if Applicable*]

Program Coordinator:..... Date:.....Signature:.....

[This section to be signed by Thesis Advisor or Temporary Advisor]

Thesis Advisor:..... Date:.....Signature:.....

Please turn in the filled and signed document to SEES Program Coordinator at least one week before the first day of the leave.