

Graduate Assistant Leave Agreement

This agreement is a contract between the graduate assistant (e.g., TA/RA) and faculty he or she is assigned to (e.g., course coordinator/PI) to establish a common understanding about leave policies as they apply to this particular appointment and for a particular semester. Please complete this form and return to the Graduate Programs office at the beginning of the term in which leave will be taken.

Student Name: _____ **UFID #:** _____

Email Address: _____ **Faculty Name:** _____

Term/Year: Fall _____ Spring _____ Summer _____ **Department:** _____

Type of assignment: Teaching _____ Research _____

1. The following expectations have been agreed to for physical presence on campus:
List days / times and specific tasks as necessary.

2. The following expectations have been agreed to regarding accessibility while not on campus:
List days / times and specific tasks as necessary.

3. The following process has been agreed to regarding the communication of leave:
Consider detail on advanced notice, minimum duration of leave that necessitates communication etc.

4. List any other special considerations regarding leave requests:
(e.g., leave before the end of the semester)
