



# HUMAN RESOURCES

*Illinois State University*

## ILLINOIS STATE UNIVERSITY OFFICE OF HUMAN RESOURCES GRADUATE ASSISTANT UNPAID LEAVE APPLICATION

*Any Graduate Assistant who will be absent from their employing department for more than 5 days must complete this form.*

Employing units may grant unpaid leave time to graduate assistants who are facing a situation where they would need to take a leave of more than one week (five business days). The Graduate Assistant should complete the Graduate Assistant Unpaid Leave Application and submit to their employing unit, who should sign and forward the form to Human Resources. The application for an Unpaid Leave in no way affects the academic standing of the Graduate Assistant; all academic requests must be made to the Graduate School.

### To Be Completed by the Graduate Assistant Requesting Leave:

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Dates Requested: From \_\_\_\_\_ through close of business \_\_\_\_\_  
Reason Requesting Leave: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### To Be Completed by the Employing Unit/Department:

- Disapproved due to departmental needs  
 Approved for (dates): From \_\_\_\_\_ through \_\_\_\_\_  
How will this work be covered? \_\_\_\_\_

\_\_\_\_\_  
Employing Unit/Department Signature

\_\_\_\_\_  
Print Name and Position of Person Signing

\_\_\_\_\_  
Date

### To Be Completed by Human Resources

- Approved  
 Disapproved  
 Copy sent to department on \_\_\_\_\_

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Print Name and Position of Person Signing

\_\_\_\_\_  
Date