UCONN
UNIVERSITY OF CONNECTICUT

Department of English
College of Liberal Arts and Sciences

Application for G.A. Leave (English Department)

Employee Name (printed) _____

Employee Number _____

Type of leave (check one):

□ One day paid leave (see GEU Contract, section 15.1)
How many paid day leaves have you taken so far this semester?
□ 0
□ 1
□ 2

□ I have arranged for a replacement to cover my class or other duties.

□ (for non-teaching GAs) a leave after classes have ended but before the contract period expires (see 10.3).

(Note: other types of leaves are outlined in section 15 of the contract. Please review the page concerning leaves on Human Resources' website: http://hr.uconn.edu/ga-leave-administration.)

Date of the Requested Leave _____

Employee Signature _____ Date _____

For the Supervisor:

□ Approved □ Not Aproved

_____

_____

Supervisor Name (printed)_____

Signature _____Date_____

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