

**BIOLOGY GRADUATE LEAVE REQUEST**

This form must be submitted and approved in advance for travel and other absences from duty. **Note: All Leave must receive the required approvals prior to departure.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Department

- Research Assistant
- Teaching Assistant
- Other \_\_\_\_\_

Dates of Leave or Absence  
From: \_\_\_\_\_ To: \_\_\_\_\_

Total Leave Time: \_\_\_\_\_  
(Specify hours, days, semester, etc.)

Destination: \_\_\_\_\_

Please provide a reason for Leave, explanation of how your duties (classes, meetings, etc.) will be covered, as well as, who will substitute (if applicable) in your absence: **This information is required - No exceptions.**

I hereby certify that the above statements are true and correct.

Applicant Signature: \_\_\_\_\_  
Date \_\_\_\_\_

Substitute Signature: \_\_\_\_\_  
Date \_\_\_\_\_

- 1.  Approved  Disapproved Major Advisor/Date: \_\_\_\_\_
- 2.  Approved  Disapproved Teaching Lab Instructor/Supervisor/Date: \_\_\_\_\_
- 3.  Approved  Disapproved Kimberly Piccolo/Date: \_\_\_\_\_
- 4.  Approved  Disapproved Department Chair/Date: \_\_\_\_\_

Explanation if Disapproved: