

TEXAS A&M ENGINEERING

GRADUATE ASSISTANTSHIP REQUEST FOR LEAVE OF ABSENCE

(form will be used for LoA approval up to 12 months)

A graduate assistant placed on Leave of Absence (LoA) will require appropriate approval. Leave of Absence is used when **absent for 30 days or more**. The department head/division head has been designated as the delegation of authority for LoA up to a year. The form to follow was designed as a means to obtain department head approval and is to be used instead of preparing a memorandum.

INSTRUCTIONS

1. Complete the Graduate Assistantship Request for Leave of Absence form:
 - A. Enter Date
 - B. Approved by: Enter the name of the individual who will approve the form. This form will be approved by Department/Division Head or designee. The Associate and Assistant Department/Division Heads will be considered designees (no SBA designee).
 - C. Enter Department/Division
 - D. Enter the Name, UIN, Period of Leave and Reason/Justification for the Leave of Absence columns for each student
 - E. Print and obtain approval (signature) for each page completed
2. When processing in Workday:
 - A. In the Comments box indicate that approval is on file (you won't be able to attach LoA form to the request).
 - B. The signed and approved Graduate Assistantship Request for Leave of Absence form should be kept on file.

INSTRUCTIONS—CHANGES IN LEAVE OF ABSENCE

1. Change in start date of Leave of Absence—**Amend** the original Graduate Assistantship Request for Leave of Absence form in indicating the change in return date in the "Period of Leave" column. The department head or designee (SBA designee allowable in this situation) will **initial and date** this change. In Workday, you will go to the Absence Request for the individual and under Actions and Business Process you will see the Correct option (DO NOT use the Rescind option)
2. Extension of return date—**Amend** the original Graduate Assistantship Request for Leave of Absence form in indicating the change in return date in the "Period of Leave" column. The department head or designee (SBA designee allowable in this situation) will **initial and date** this change. In Workday, you will go to the Absence Return for the individual and under Actions and Business Process you will see the Correct option (DO NOT use the Rescind option).
3. The amended approved Graduate Assistantship Request for Leave of Absence form should be kept on file.

INSTRUCTIONS—RETURNING/NOT RETURNING FROM LEAVE OF ABSENCE

1. A student will be returned from Leave of Absence in Workday when the return date is met. If you need to adjust the date, you will have to make a correction to the Absence Return for the individual.
2. In the event that the department is notified a student will not be returning from Leave of Absence a termination must be submitted. You can process the termination without returning the employee from Leave of Absence. The termination date will be the last day the student worked. However, the termination date may be impacted if he/she is in a secondary position.

LEAVE REPORTS IN WORKDAY

The following reports will assist with tracking Leave of Absence:

- A. Workers on Leave
- B. Workers Returning from Leave
- C. Workers Returned from Leave

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GRADUATE ASSISTANTSHIP REQUEST FOR LEAVE of ABSENCE

(form will be used for LoA approval up to 12 months)

Date:

Print Form

Approved by:

(Department/Division Head or
designee--Associate or Assistant
Department/Division Head)

Reset Form

Signature:

The _____ requests to place the following individuals on a Leave of Absence:

Department/Division

	NAME	UIN	Period of Leave	Reason/Justification for the Leave of Absence
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

As a reminder, per Office of Graduate Studies, a student must be registered full-time for any period of time he/she will hold an assistantship. For any semester, if the expected date of departure is after a semester has begun or the expected date of return is during a semester, the department must ensure that the individual has maintained the full-time registration requirement--no exceptions.

Approved by (signature) _____

	NAME	UIN	Period of Leave	Reason/Justification for the Leave of Absence request
17				
18				
19				
20				
21				
22				
23				
24				
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