



## Graduate Student Vacation Request Form

Date of request \_\_\_\_\_

|                                                                               |                         |
|-------------------------------------------------------------------------------|-------------------------|
| First name                                                                    | Last name               |
| Your email                                                                    | Supervisor/Advisor name |
| Leave start date                                                              | Leave end date          |
| Number of workdays                                                            |                         |
| Outline of work to be completed while on leave (if longer than 10 work days). |                         |
| Supervisor/Advisor signature                                                  | Date                    |
| Graduate Program Professional Coordinator signature                           | Date                    |
| Student signature                                                             | Date                    |

The vacation policy for Graduate Research Assistants is described in the Student Planning Guide under 'Financial Matters.'