



Office of Student Housing

**RA LEAVE REQUEST FORM**

Staff Member's Name – (Please Print)

Dates Requesting Leave

--	--

Reason for Leave

--

**There must be at least 50% of the RA staff in the residence halls overnight during the academic year (excluding breaks/emergency closures). A leave request may not be approved should a significant number of other RAs already be approved to be away on the dates requested.**

--	--

RA Signature

Date

--	--

Area Director Approval

Date



Office of Student Housing

**RA LEAVE REQUEST FORM**

Staff Member's Name – (Please Print)

Dates Requesting Leave

--	--

Reason for Leave

--

**There must be at least 50% of the RA staff in the residence halls overnight during the academic year (excluding breaks/emergency closures). A leave request may not be approved should a significant number of other RAs already be approved to be away on the dates requested.**

--	--

RA Signature

Date

--	--

Area Director Approval

Date