

**67A – TEACHING ASSISTANT LEAVE OF ABSENCE FORM**

[This section to be filled in by the Teaching Assistant]

TA Name: \_\_\_\_\_

1. Type of Leave?     1. Annual Vacation     2. Scientific Meeting     3. Other

If 2 or 3, please explain: \_\_\_\_\_

I will be absent between \_\_\_\_\_ (start date) and \_\_\_\_\_ (end date)

I shall be back by: \_\_\_\_\_ (the next work day after the end date)

Select all that apply:

- I have the following teaching responsibilities in this period:

\_\_\_\_\_ (course codes)

- I have arranged for the make up of my duties / proctorships by:

\_\_\_\_\_ (names/tasks/dates)

\_\_\_\_\_ (names/tasks/dates)

2. Contact Address and Telephone Number: .....

.....

TA Signature: .....

[This section to be signed by Teaching Program Coordinator *if Applicable*]

Program \_\_\_\_\_ Coordinator:.....

Date:.....Signature:.....

[This section to be signed by Thesis Advisor or Temporary Advisor]

Thesis \_\_\_\_\_ Advisor:.....

Date:.....Signature:.....

**Please turn in the filled and signed document to Graduate Officer (Aslı Ökten) at least one week before the first day of the leave.**

