## UConn Mathematics TA Leave Request

This form is to be used only for 4-21 days of leave.
For a 1-3 day absence, your coordinator and Monique Roy must be informed by email with the name of the substitute for your class.

Upon completion of form, please return to Monique Roy in MONT 222.


For all absences teaching assistants must provide a suitable substitute. The substitute must have his/her advisor's approval.

## Substitute's Name:

$\square$

Student
Signature \& Date: $\square$
$\square$

Advisor
Signature \& Date: $\square$
$\square$

## Course Coordinator

Signature \& Date: $\square$

Grad Director Signature \& Date: $\square$

Grad Director for Instructional Development Signature \& Date: $\square$
$\square$

Note: If this request exceeds 21 consecutive calendar days, additional forms and approvals will be needed and payroll and benefits may not be extended. Contact Monique for details.

