

Record of Absence for **Month** of _____

Graduate Student **Employee** _____

Graduate Student's **Supervisor** _____

1. Following one semester of State Service, Graduate Assistants are allowed a maximum of 5 days per academic year of illness at the discretion of the supervisor and the President's Designee. Subject to prior approval, some or all of the 5 days of leave may be used for absences due to the substantiated illness or death in the employee's immediate family (spouse, child, sibling, parent, grandparent, in laws). Such absences should be recorded above as F for family sick leave and P for personal leave. These should be used in .25 increments.
2. As a GA, you should notate any chargeable sick leave absences and your hours worked and sign and date the form certifying that your timesheet is accurate. Your supervisor will sign the form and submit it to the Payroll/Human Resources office.
 - No chargeable absence.
 - Charge absence(s) as follows: (Report in ¼ day increments)

TYPE OF LEAVE	DATES CHARGEABLE
Leave for personal illness	
Leave for illness or death in immediate family	

I hereby certify that I was present and performed my work obligations as required throughout the month, excepting those absences noted above.

Graduate Student Employee

Date

I hereby certify that this record of attendance is accurate to the best of my knowledge.

Graduate Student's Supervisor

Date

Submit completed form to the Payroll Office (Human Resources) no later than the fifth (5th) day of the month following the reporting month.