THE Ames Laboratory

Creating Materials & Energy Solutions

U.S. DEPARTMENT OF ENERGY

GRADUATE STUDENT ABSENCE REQUEST FORM

*If you are away from the Ames Laboratory for more than 3 days OR if you are traveling for personal or professional reasons, please complete this form, obtain supervisor approval, and return to **Human Resources** prior to your departure from Ames.*

LEAVE TYPE (please specify): ☐ Personal ☐ Professional

First Name: _____ Last Name: _____ UID: _____

Emergency Phone # _____ e-mail: _____

PLANS AND JUSTIFICATION

Departure Date: _____ (mm/dd/yyyy)

Return Date*: _____ (mm/dd/yyyy)

Number of days Absent: _____

Number of days of Leave Without Pay: _____

**If LWOP is used, form must be submitted to Program Office for entry of LWOP into Timekeeping system.

Place or Places to be visited, along with dates (include city, state, country):

Justification/Purpose of trip: (State fully)

* You are expected to be back on campus by the start of the semester to meet the responsibilities of your assistantship.

NOTE: International Students - please check with the International Students and Scholars office, Room 3242 Memorial Union) prior to travelling to ensure compliance with any UCIS regulations.

Supervisor's Approval _____ Date: _____