

<b>Contact Person</b>	<a href="#">Lynnette Witt</a>	<b>Revision</b>	1
<b>Document</b>	Procedure 48200.003	<b>Effective Date</b>	05/01/2016
		<b>Review Date</b>	05/01/2019

## GRADUATE STUDENT ABSENCE REQUEST

This document outlines the procedure for reporting absences from work for Graduate Research Assistants on Ames Laboratory funding.

### 1.0 APPROVAL RECORD

- Reviewed by: Training & Documents QA Coordinator (Molly Granseth)
- Approved by: Interim Manager, Human Resources (Lynnette Witt)
- Approved by: Chief Operations Officer (Mark Murphy)

The official approval record for this document is maintained by Training & Documents, 105 TASF.

### 2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

### 3.0 PURPOSE AND SCOPE

The purpose of this document is to outline the procedure for filling out the [Graduate Student Absence Request Form](#).

### 4.0 ROLES AND RESPONSIBILITIES

#### 4.1. Graduate Assistant

Responsible for reporting any absence from work of more than three work days, or if traveling for personal or professional reasons

#### 4.2. Supervisor

Responsible for the timely submission and approval of any absence or travel, routing of absence request including leave without pay to program office, and ensuring student returns to work on date indicated

#### 4.3. Program Office

Responsible for entering any dates of leave without pay into Ames Laboratory timekeeping system prior to payroll deadlines

### 5.0 PREREQUISITE ACTIONS AND REQUIREMENTS

This form applies to current graduate research assistants who are on assistantships funded by the Ames Laboratory.

### 6.0 PROCEDURE INFORMATION

#### 6.1. Personal Information Box

On the Graduate Student Absence Request Form, select the type of leave being requested. In a case where personal leave follows a professional conference, both may be checked. Complete legal first and last name, university id number, emergency contact phone number during absence, and e-mail address. Leave must be approved by the supervisor in advance.

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## 6.2. Leave Details Box

In the leave details box, indicate first day of the absence and the date returning to work. Enter the total number of work days absent and the total number of work days which are leave without pay. Absence forms which contain leave without pay must be submitted to the program office for entry into the Ames Laboratory timekeeping system prior to submission to Human Resources. Students must enter the place or places to be visited, including city, state, and country, as well as the corresponding dates. A justification for the trip must be provided and detail how the trip will benefit the Ames Laboratory.

## 7.0 POST PERFORMANCE ACTIVITY

The supervisors and/or program area is responsible for ensuring the student returns to work on the date specified. Any question or issues arising as a result of an absence should be communicated directly to the Human Resources Office.