

Virginia Tech Chemistry Department

Graduate Student Planned Absence Approval Form

Graduate students who hold assistantships need *prior written permission* from their Research Director to be away from work. In this context, “work” means whatever teaching or research duties that might be expected by your research director. This policy applies to **planned absences of more than one day**. This policy does *not* apply to a single, isolated “day off,” or to illness, or to unexpected, sudden emergencies.¹ The purpose of this form is to establish the parameters of a planned absence such as personal business or a vacation.

Student's Name (print)	
Research Director (print)	
Today's Date	
Departure Date & Time	
Return Date & Time	
Traveling Outside the US?	YES NO If Yes, where? _____
Reason for Absence ²	
Assistantship suspension (if any) ³	From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)
Student's Signature	
Research Director's Signature ³	

¹ You should obtain *verbal consent* from your supervisor before being absent for a single, isolated day. If you are too sick to come to work, or if you have an unexpected, sudden emergency, you should contact your supervisor as soon as you can (e.g., by email or voice mail) with a reason for your absence and an estimate of when you will return.

² If you do not wish to disclose the reason for absence, please write “Personal Business.”

³ Your Director may request that assistantship support be suspended during part or all of your absence.

⁴ If your supervisor prefers, he or she may send an email to Thomas Bell in lieu of this form. **However, that email must include all of the information requested in the form.**

*Notes General and Organic GTAs **must** be available for pre-semester meetings, normally held on the Thursday (Spring), Wednesday (Summer) or Friday (Fall) preceding each term.*

Note: For conference travel please use http://www.co.vt.edu/Forms/request_for_travel_approval_vt.doc

Completed forms should be turned in to Thomas Bell in Davidson 107.