**DEPARTMENT OF PHYSICAL THERAPY AND REHABILITATION SCIENCE**

**PTRS PhD Graduate Student Leave/Travel Request Form**

Name: __________________________  Employee ID: __________  Date of Application: ________

I request leave of ____________ day(s) / hour(s) as follows:

<table>
<thead>
<tr>
<th>Time/ Date</th>
<th>Time/ Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave from __________________________ through _____________________________</td>
<td></td>
</tr>
<tr>
<td>Holiday Leave from __________________________ through _____________________________</td>
<td></td>
</tr>
<tr>
<td>Other (Specify Below) from ____________________ through _____________________________</td>
<td></td>
</tr>
</tbody>
</table>

**Complete the following, if applicable:**

- ___ Sick leave requested above is for medical care appointment that could not be made during off-duty time (attach doctor’s slip).
- ___ Other Leave (Specify: Examples: Jury Duty, Work Related Travel) _____________________________
  __________________________________________
  __________________________________________
  __________________________________________

Contact Number where you can be reached: ____________________________________________

Graduate Student’s Signature ___________________________ Date: ______________

(circle one)
Advisor’s Approval / Disapproval      Signature ___________________________ Date: _______________

**Vacation and Sick Leave**

Graduate assistants are not covered by the University of Maryland’s vacation or leave policies applicable to faculty or staff. However, The Department of Physical Therapy & Rehabilitation Science allows that the mentor provide the graduate assistant with two weeks of leave each calendar year (January 1 – December 31), and a limited amount of time for absence due to unexpected sickness, family or any other emergency. Graduate Assistants will also observe the UMB Holiday Schedule available at [https://www.umaryland.edu/media/umb/affs/payroll/2016-Holiday-Schedule.pdf](https://www.umaryland.edu/media/umb/affs/payroll/2016-Holiday-Schedule.pdf).

Leave time for graduate assistants is granted on an equitable and nondiscriminatory basis. Any graduate assistant leave approved by the mentor or supervisor must be used by the graduate assistant during the calendar year for which it was approved. Leave does not carry-over from one year to the next.

**PLEASE NOTE:**

PhD students are to submit Leave/Travel Requests to their advisor.
Advisor or student to give signed request form to PhD Program Coordinator.

Reviewed: 4/10/2015
Reviewed by: Department Administrator