

Mechanical Engineering

Vacation Request Form

PLEASE NOTE:

- TA payments may be stopped if prior approval is not obtained by the student.
- Obtaining all required signatures is the sole responsibility of the student.

Student Information		
Full name:		Email:
Student Number:		Signature and Date:
Vacation Days Requested		
Last Day of planned work		Date you will return to work.
Supervisor Approval		
Supervisor Name:		Supervisor Signature:
Date:		<i>** By signing this Approval Form – you acknowledge the possibility of being short-staffed for this period of time.</i>
TA Schedule(s) and Approval		
1)		
Course Number / Course Director		Course Director Approval Signature and Date
2)		
Course Number / Course Director		Course Director Approval Signature and Date
3)		
Course Number / Course Director		Course Director Approval Signature and Date
Graduate Program Director		
Pouya Rezai		
Graduate Program Director:	Signature:	Date
Submission to Graduate Program Assistant		
Graduate Program Assistant:		Date: