

**UNIVERSITY OF NORTH TEXAS**  
**TA/TF APPLICATION FOR APPROVAL OF LEAVE or ABSENCE**

This form must be submitted and approved two weeks in advance for leaves and other absences from duty.

DATE: \_\_\_\_\_ Student ID: \_\_\_\_\_

NAME: \_\_\_\_\_ Major Professor: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Dates of Leave or Absence

From: \_\_\_\_\_ To: \_\_\_\_\_

Total Leave Time: \_\_\_\_\_ (specific hours or days)

Reason for Leave or Absence: \_\_\_\_\_

Explanation of how your duties (class, meetings, etc.) will be covered in your absence.

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I hereby certify that the above statements are true and correct.

TA/TF Signature \_\_\_\_\_

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1. Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Piano Coordinator \_\_\_\_\_  
-OR- (Date)

2. Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Keyboard Skills Coordinator \_\_\_\_\_  
(Date)

3. Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Division Chair \_\_\_\_\_  
(Date)

Explanation if Disapproved:

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*Original to Division Administrative Assistant. Copies to Piano or Keyboard Coordinator and Chair (if necessary).*