

FULL NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

EMAIL ADDRESS PHONE NUMBER PHONE TYPE

CURRENT DEPARTMENT CURRENT SUPERVISOR NAME AND PHONE NUMBER

**PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY:**

I am requesting a leave of absence from the Student Volunteer Program with the dates, length, and reasoning below. I understand it is my responsibility to be aware of duties expected of student volunteers, including but not limited to, preference and reorientation request deadlines when they are applicable. I am also aware that I must be up-to-date on my TB even during my absence. I will make necessary arrangements to complete these responsibilities before their respective deadlines. Additionally, I understand if I fail to return on my specified date, I may be released from the program. I understand that I am not officially on leave of absence until I submit this form. I understand that I am not officially on leave of absence until I have turned in my Leave of Absence request form and my **volunteer badge** to the Volunteer Office.

Type of LOA requested (check ONE):

- Summer Leave  
*Will be on LOA for more than 90 days during the summer.*
- Studying Abroad  
*Will be abroad for more than 90 days.*
- Other  
*Will not be available to volunteer for more than 90 days. Please give a brief explanation below.*

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

Reason for LOA request:

\_\_\_\_\_  
Signature (type full name if filled electronically)

\_\_\_\_\_  
Today's Date (mm/dd/yyyy)