

ASE Name _____ Supervisor Name _____ Qtr/Year _____

ASE's are expected, at 50% effort, to work and be compensated for 220 hours per quarter. Appointments at other percentages of effort are prorated accordingly. *Ending Leave Balances do not carry over.

Vacation - ASE's with a 50% or greater FTE appointment for 12 months will have a minimum of four weeks (20 - four hour work days) of vacation time off. For students working less than 12 months or for appointments at less than 50%, vacation time is prorated on this basis. This means that for every quarter, students are allowed 5 - four hour work days off, generally during academic quarter breaks or at another time mutually agreed upon between the ASE and supervisor.

University Holidays - Any ASE required to work on a University Holiday may arrange with their supervisor a mutually agreeable alternative time off within the same quarter.

Personal Holiday - Any ASE employed at 50% for three or more quarters within the academic year, starting in September, is entitled to one (four hour) personal holiday during that period on a mutually agreeable date.

Leaves of Absence - Paid and unpaid leaves are summarized below. For more information and clarification, please go to:
<http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/a17.html>

Please fill in dates when leave time is used throughout the year (signing form at end of each quarter.)

	Month #1	Month #2	Month #3	Total
Vacation (5 days/quarter) By mutual arrangement.				
Paid Leaves of Absence (salaried ASE's only) (no more than 7 days/year or 2 days/quarter avg) Includes sick or disability leave, bereavement, family leave, jury duty or military leave. Please see website for more info.				
Personal Holiday (1/year if ASE is active for at least 3 qtrs, starting 9/16)				
Unpaid Leaves of Absence Please see website above.				

Signatures below indicate student has worked the required hours for the quarter and/or made arrangements as noted on website for appropriate leave.

ASE Signature _____

Supervisor Signature _____

You may attach agreements between supervisor and ASE for unpaid leave to this form. This form is provided as an optional tool to faculty and graduate students to track leave time.