



GPSI Extended Leave form

GPSI Extended leaves are allowed for up to 5 business days for first year interns and up to 10 business days for second or third year interns. A business day means any day except any Saturday, any Sunday, or any day which is a federal or state legal holiday. You must count all days you will be gone from your office, including days you are not normally scheduled to work. Days when you are scheduled to work and there is a state/federal holiday do not count towards the 5 or 10 total days. Please cc your supervisor on this request and email to GPSI Office.

Intern Name:

Intern Year:

Intern UIN:

(ex: 1st, 2nd, 3rd)

Supervisor:

Date of Departure:

Date of Return:

Business Days Absent:

Outline your
absence:

Include any state
holidays (SH) that
occur during your
leave, but do not
count them as
business days

I will be flying

I will not be flying

Additional Notes:

I certify I have discussed this leave with my supervisor and they approve of my absence. I confirm that I have earned the required benefit or banked time to be absent.

Initials