



**The United States Department of Agriculture
USDA Pathways Programs**

Break In Program Request

USDA Pathways Program participants and their respective supervisors are required to submit a Break in the Program request form to the USDA Pathways Programs Officer, 30 days in advance of the requested date when the Pathways participant is working but is unable to go to school, or is neither attending classes nor working at the agency. See 5 CFR 362.203

Participant’s Name and Title: _____

Agency: _____

Supervisor’s Name: _____

Date of Requested Break: Begin _____ **Ending** _____

USDA Pathways Programs Participant:

Reason for the Break in the Program Request (please attach documentation such as a letter from your school’s Office of the Registrar or doctor’s excuse)

Will the Break Impact your graduation date? Y/N (The USDA Pathways Participant Agreement must be attached and updated.)

Supervisor:

Approved _____

Supervisor Signature: _____ Date: _____

Justification: Please provide justification if you approve and if you deny the request.

Pathways Participant Signature: _____ Date: _____

Human Resource Officer Acknowledgement: _____ Date _____

USDA Pathways Programs Officer: Approved _____ Denied _____

USDA Pathways Programs Officer: **If this request is denied, please attach justification.**

USDA Pathways Programs Officer Signature: _____ Date _____

