Excused Absence Request Form

Date: _____________________________

Name: _____________________________

Date(s) of meeting(s) that will be missed:
________________________________________________________________________

Meeting(s) that will be missed:
________________________________________________________________________

Reason for absence: _________________________________________________________
________________________________________________________________________

DASB Bylaws, Article IX, Section 2:
A. For Senate and External Committee meetings the Executive Vice President must receive
   requests for excused absences in writing, explaining the purpose and reason for the
   absence. For Internal Committee meetings the executive responsible for that committee
   must receive requests for excused absences in writing, explaining the purpose and reason
   for the absence.
B. In cases of emergency absences a phone call or email may be accepted until which time
   the Senator can complete the written request. If the request is approved all noted
   unexcused absences related to the request shall be excused.
C. Excused absences may be approved by the DASB President or DASB Executive Vice
   President and granted for up to five (5) consecutive calendar days.
D. Excused absence requests that are denied by the DASB President or DASB Executive Vice
   President can be appealed to the DASB Senate body for approval by a two-thirds (2/3) vote.

If you need to miss more than five (5) consecutive calendar days you must request a Leave of
Absence as per DASB Bylaws, Article IX, Section 1, B.

________________________________________________________________________

Signature _____________________________ Date _____________________________

☐ Approved ☐ Denied

________________________________________________________________________

DASB Executive’s Signature _____________________________ Date _____________________________

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