



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