



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 Senate Bylaws, Article X, Section 1:

- A. An absence may be recognized as excused by the DASB EVP or Chair of the respective DASB Committee or during the approval of the minutes for the meeting(s) in which the absence occurred by amending those minutes normally.
- B. Absences not recorded by meeting minutes may be excused by an agenda item at a later meeting or when absences have accumulated enough to cause a member to be put on the agenda for removal proceedings.
- C. A leave of absence automatically considers absences during the time in question to be excused.

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