



Leave of Absence Request Form

Date: _____

Name: _____

Leave of absence requested

from _____ to _____

Reason for absence: _____

DASB Senate Bylaws, Article X, Section 2:

- A. Any DASB Senator may request up to forty-five (45) leave of absence days per term. Leaves of Absence can be for longer than forty-five (45) days in special circumstances (health issues, maternity leave, extended jury duty, etc.).
- B. All leaves of absence must be at least six (6) calendar days in duration.
- C. All leaves of absence must be approved by the DASB Senate prior to their commencements.
- D. Each DASB Senator shall immediately resume their duties and responsibilities upon returning from their leave of absence.
- E. All requests for leave of absence must be submitted to the DASB Vice President at least seven (7) calendar days prior to the commencement date of the requested leave of absence.
- F. The DASB Vice President may grant an emergency leave of absence if seven (7) calendar days requirement cannot be met. The Senate may override the DASB Vice President's decision.
- G. All DASB Senators on leave of absence cannot participate in any DASB Senate meetings or DASB Committee meetings.

Signature

Date