



Leave of Absence Request Form

Date: _____

Name: _____

Leave of absence requested
from _____ to _____

Reason for absence: _____

DASB Bylaws, Article IX, Section 1, B:

1. The DASB Senate must authorize any leave of absence before a Senator may take a leave of absence.
2. Any Senator may request a leave of absence for up to thirty (30) but no less than six (6) consecutive calendar days. A Senator on a leave of absence who requires an additional period above thirty (30) days shall submit a request to the Executive Vice President prior to the prior to the expected date of return, for up to an additional fifteen (15) calendar days. The DASB Senate shall vote to approve the extension.
3. Any request for a leave of absence must be submitted in writing prior to the leave's commencement. The submittal must include the start, reason for the leave of absence, and the intended date of return. Exceptions to this provision due to extreme circumstances must be approved by the DASB President and Executive Vice President.
4. A Senator shall resume duties and responsibilities immediately upon return from a leave of absence, provided eligibility is maintained.
5. Individuals on leave of absence must maintain eligibility for Senator status, and must return their key and any other equipment during their leave.
6. All requests for a leave of absence must be submitted to the Executive Vice President at least seven (7) calendar days prior to the DASB Senate meeting and the requested leave of absence commencement date.
7. Executive Vice President may grant an emergency leave of absence if seven (7) calendar days requirement cannot be met.

Signature

Date