

BUSINESS NETWORK OF THE DESERT

Excused Leave of Absence

This form is to be used to excuse a member for an extended period time from the Business Network of the Desert meetings and functions. It is required that any member submits this form and obtains board approval prior to taking a leave of absence from the group. Please turn this form in to any board member at least two weeks prior to first day of planned leave of absence, to ensure processing time by the board. Exceptions will be made on a case by case basis for emergency leaves of absence or injuries.

LEAVE OF ABSENCE REQUEST FORM	
Company Name:	
Member Name:	
Date of Leave:	
Date of Return:	
Reason for Leave:	

Board Use Only	
Decision:	Date:

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Member Name:	
Date of Leave:	
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