

REQUEST FOR LEAVE OF ABSENCE

A Leave of Absence is typically appropriate when a member will miss at least four consecutive weekly meetings, but intends to return to the Club within six months. Requests are considered on a case-by-case basis.

An extension of a Leave of Absence may be requested, in writing, for one additional six month period. If a member is not able to return to the club at the end of the second consecutive six month leave, he or she will be asked to resign until such time as the member is able to return to regular attendance.

Whenever possible, a member who is granted a Leave of Absence shall be responsible for participation in all club projects, events and fundraisers. At all times during a Leave of Absence, the member must remain current in his or her dues, which are \$100 per quarter on leave. Meeting charges and the cost for other Rotary activities will be handled on a "pay-as-you-go" basis.

Any member requesting a Leave of Absence must have his or her account paid in full at the time the request is made, and the Leave of Absence will become effective on the date approved by the Board, after quarterly Leave of Absence dues have been paid.

PLEASE SUBMIT COMPLETED FORM TO THE CLUB PRESIDENT IN PERSON OR BY EMAIL.

Member name: _____

Any club positions held, in addition to active membership: _____

Leave of Absence requested as of: _____ (date)

Proposed date for return to active membership: _____ (date)

Reason for seeking Leave of Absence:

Circumstances preventing the performance of make-ups:

Signed: _____

Space below for Board use only

Presented to the Board on: _____ Board Decision: _____

Additional Comments: _____
