

Rotary Club of Pasadena
REQUEST FOR LEAVE OF ABSENCE (LOA)
INFORMATION
See attached Request Form

A Request for a Leave of Absence must be in writing. An email will satisfy the requirement of a written request. The request should be submitted in enough time to be presented at the Board Meeting prior to the month request. The Board Meetings are usually held the 3rd Thursday of the month. The Board then considers the request. The request should contain the following information:

Date of request:

Name of Member:

1. The reason for the leave (personal or private details need not be disclosed)
2. The requested leave period – not to exceed six months
3. That the member intends to return to full active status at the end of the LOA period.
4. A request missing any of these three required elements shall not be approved.

During the period of a granted LOA, the member will not be charged the monthly fee for meals; however he or she will be billed monthly for dues and any other agreed to commitments, such as donations to the foundations. During the approved period, a member attending a meeting shall pay the lunch at the then applicable guest rate. All other fees and dues charged by the Club remain in effect.

The request should be in full months as the Club does not invoice partial months. For example: November 1st through December 31st not November 7th through December 20th.

Extensions: All requests for extension of a Leave of Absence shall require the same written request and Board action as the initial request. Members are respectfully advised that extension requests are generally discouraged because continuity of membership is important. An authorized Leave of Absence, plus any extensions approved thereto, may not exceed a combined total of 12 months. Exception: if the Leave is for a medical reason that extends for more than twelve months, such Leave may be extended by the Board for a period of time beyond a combined total of twelve months.

Special Circumstances: When special circumstances require, a request may be made by a member's family member or a third party on the member's behalf. Request should be in writing and answer the above questions.

Email your questions to: office@pasadenarotary.com

ATTACHED: Request for LOA Form

Rotary Club of Pasadena
LEAVE OF ABSENCE (LOA) REQUEST

Date:

LOA request by:

Requested dates of LOA:

Date begin:

Date End:

*Please note that Rotary cannot bill partial months. Make sure the time is in full months.
If you return prior to the end of the last month you can still attend a Rotary meeting by paying
for that lunch at \$33.00 direct.*

Reason for LOA:

Any address, phone number or email change please let us know:

I understand that during my Leave of Absence, I shall not be charged the monthly fee for meals. However I will be billed monthly dues and any other agreed to commitments and fees. During the approved LOA period, I may attend a club meeting and will pay the lunch rate applicable at registration.

Signed: _____

Office Use:

Submitted to Board: _____

Vote Results: _____

Notified: _____

Acctg & DAC: _____