



Leave of Absence Policy & Request Form

Rotary provides a leave of absence option for members in good standing who have had changes to their circumstances that temporarily prevent them from participating fully in the club.

Leave of absence guidelines:

1. Attendance at regular Rotary meetings is an integral part of Rotary membership. Rotarians are encouraged to be active with Rotary by making up meetings at other Rotary clubs or attending a meeting online while on leave.
2. Leaves of absence are not granted automatically.
3. Leaves of absence are granted for no longer than six months. Under extreme circumstances the Rotarian can request another six months in writing. Such excused absences shall not last longer than 12 months.
4. Leaves of absence are granted to an individual member by a majority vote of the Club's Board.
5. Leaves of absence cannot be granted to a member who has outstanding debts to the Club.
6. The Board shall consider the following factors, and others, in deciding whether to grant a leave of absence:
 - a. The member has maintained regular attendance.
 - b. The member has been granted a prior leave of absence.
 - c. The member is physically out of the area (not including seasonal travel to a northern residence).
 - d. The member has a health condition that prevents the Rotarian from participating in meetings, activities, club positions.
 - e. The member has the ability and desire to make-up meetings at other clubs or online.
 - f. Excused absences shall not last longer than 12 months.
 - g. However, if a leave is taken for medical reasons, follows the birth or adoption of a child, or takes place during foster care of a child, the board may extend it beyond the original 12 months.
7. A member who is granted a leave of absence is:
 - a. responsible for all dues, but not meals, during the time of the leave of absence.
 - b. not entitled to perfect attendance records.
 - c. treated as a Rotarian 'not attending' for purpose of district attendance statistics.

Leave of Absence Request Form

I have read the Leave of Absence Policy, and I request a leave of absence from the Rotary Club of Sanibel-Captiva between the following dates.

Please set the dates of your request:

Start Date: ____/____/____ To: ____/____/____

Reason: _____

If the duration of the initial leave of absence is a maximum of six months you may request an additional leave of absence for a maximum of 6 additional months.

I understand that I will not be billed for meals, but that I will remain responsible for the payment of Rotary District and Rotary International dues and will promptly pay the Club when invoiced and may elect to continue Paul Harris Sustaining Member contributions if applicable (indicate above). I understand that I will resume paying full dues as an active member upon my return to the Club, including if I return earlier than the period above. I understand that leave of absence extensions may not be granted, except in rare circumstances.

Signature: _____

Date: _____

Print Name: _____

RI ID#: _____