

Rotary Club of Lincolnton-Sunrise

Leave of Absence Policy

In accordance with the club's Bylaws

Article 11 --- Leave of Absence

Upon written application, provided by and presented to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

The Board of Directors recently adopted the following Leave of Absence Policy to formalize the process by which a member can request a leave.

- A Leave of Absence for three to six months may be granted ahead of time for a variety of reasons if the member is current with their quarterly dues. When a leave is granted, the member shall pay District and Rotary International dues, but the meal charges will be waived.
- It is suggested that a member needing a leave longer than six months consider a voluntary resignation with a provision of rejoining the club without paying an initiation fee.
- The member will submit a "Leave of Absence Request" to the Club Secretary or President to be approved by the Board. Under normal circumstances, the request should be submitted in sufficient time to allow the Board to consider and act on the request at the monthly meeting following the date of submission. This requirement, however, will be waived where the leave is necessitated by unexpected events.
- A Leave of Absence will be granted on a case-by-case basis.
- Board members will be reminded to keep in confidence the reasons for a member seeking a leave, if asked to do so. However, members requesting a leave are reminded that their fellow members will be concerned about their situations and curious about why a member is absent.
- Members applying for leave of absence will be notified by the Club President or Club Secretary of the Board's action. It is anticipated that most requests falling within the guidelines set forth above will be granted. Repeated requests, failing more detailed explanations for the need, will likely not be granted and the member will be encouraged to submit a voluntary resignation.
- It will be announced to the Club when a Leave of Absence is granted.

Rotary Club of Lincolnton-Sunrise

Leave of Absence Request

Name of Member _____

Today's Date _____

Reason for request _____

Because of other commitments, I will be unable to attend or makeup Rotary meetings for the period from _____ to _____,

and therefore request that I be granted a Leave of Absence for that period.

It is my understanding that for that period of time, I will be excused from paying for meals, but am obligated to pay District and Rotary International dues.

Rotarian's signature

Request granted by the Board on _____