

# Rotary Club of Arlington

## Member Request for Leave of Absence

(Fill out and provide to Membership Committee Chair)

Member Name: \_\_\_\_\_

Reason for requesting leave of absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested start date of leave: \_\_\_\_\_

Anticipated return date (if known): \_\_\_\_\_

Member understands that, should the board approve this leave of absence, they will not be billed for lunches, however if they are able and choose to attend a regular meeting, they are responsible for paying the full cost of the meal on the day they attend. Further, a leave of absence does not waive the responsibility of the member to pay dues.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*A leave of absence is generally granted to a member when circumstances make it difficult to attend meetings regularly and it is expected that the circumstances are of a temporary nature, (e.g., illness, need to care for a family member, an extended trip, a second home (snow bird), work commitments, and similar reasons.)*

Reviewed on date: \_\_\_\_\_ (Date of Board Meeting Minutes documenting decision)

Approved:       YES / NO      

Board comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_