

**LEAVE OF ABSENCE REQUEST**

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| A member requesting a Leave of Absence must do so by completing the form below and submitting it to the Board, via our Executive Assistant, for approval. The request must set forth good and sufficient cause for the requested leave, and is limited to a maximum length of one year. Once received, the Board will review the application at the next scheduled Board Meeting. ***PLEASE NOTE: as our club operates under a hybrid model of in-person and online meetings, extended stays out of country with access to internet will no longer be considered for an LOA.*** Today’s Date (MM/DD/YYYY): |
| Name (First and Last): |
| Reason for Request: |
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| Start Date (MM/DD/YYYY): |
| End Date (MM/DD/YYYY): |
| I understand that if my Leave of Absence is granted that:1. I am still responsible for any amounts owing on my account and they need to be paid ASAP.
2. I am still responsible for paying my Rotary Dues of $19.23 per month, any automatic contributions to the Rotary Foundation unless paused by request to our Executive Assistant and the Club Fee of $6 per week (this component may be reviewed by the Board if a medical LOA is received).
3. I will cease to pay into the Convention Fund Fee of $2 per week and will not be eligible to win the Convention Fund Draw during the duration of the LOA, as well as my use of any convention funds will be reviewed by the Board.
4. I am not required to respond to the weekly text regarding attendance as I will be marked not attending automatically for the period of the LOA.
5. And if I return to any club meetings, in-person or online, prior to the end of my LOA all regular club billing will commence from that meeting forward and the LOA will be cancelled.

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| Signature of Member: |

Please send completed form to our Executive Assistant: **admin@scrcgp.com**