**Rotary Club of Lloydminster – Border City**

***Leave of Absence Policy and Request Form***

**Policy**

In accordance with the recommended bylaws described in Rotary International’s Manual of Procedure, Article 12 states: *“Upon written application to the board, setting forth good and sufficient cause, a leave of absence may be granted excusing a member from attending or paying for the meeting so the Club for a specified period of time. Club dues will still be paid as required.”*

All members of the Border City Rotary Club who desire a Leave of Absence must complete the request form below and submit it to the President, who will provide to the Executive, for review. Leave of Absence requests will not be granted for more than six (6) months at a time.

**Leave of Absence Request Form**

I request a Leave of Absence from the Border City Rotary Club from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The reason(s) for my request are as follows: *(complete the following section or attach a letter explaining the reason(s) for your request)*

I understand that I will be excused from attendance and payment for all regular meetings during the time of the Leave of Absence. I understand that I will be responsible for club dues during the time of my leave of absence.

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Name Date