

# Harbortown Rotary

## Leave of Absence Request

### POLICY

A leave of absence is granted by a majority vote of the Harbortown board and can only be granted to a member who has no outstanding debts to the club. The leave of absence period cannot exceed three months during which time the member will be responsible for club dues and fundraising but not meals.

The Board will consider the following factors, and others, in deciding whether to grant a leave of absence:

- Whether the member has been regular in attendance
- Whether the member has been granted prior leaves of absence
- Whether the member is physically out of the area

### REQUEST

I have read the policy and request a leave of absence from Harbortown Rotary Club of Duluth for a period of \_\_\_\_\_ from the date of this letter, To \_\_\_\_\_.

**Reason:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I understand that I will not be billed for meals  
Initials

\_\_\_\_\_ I understand that I will remain responsible for the payment of club dues and fundraising  
Initials

\_\_\_\_\_ I understand that the leave of absence period cannot exceed three months  
Initials

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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Board Approved: \_\_\_\_\_ Return Notification Received: \_\_\_\_\_

Leave extended to: \_\_\_\_\_