



Rotary Club of Ludington

Leave of Absence Policy & Request Form

The Board of Directors has approved the following policy concerning a Leave of Absence from the club for attendance purposes.

If a member is going to be absent from the local area for a period of at least one month, that member may request a Leave of Absence for a specific period of time. This Leave will NOT terminate one's membership, but rather will remove that member's name from the attendance rolls during the time of the Leave of Absence.

The member shall request reinstatement to the active rolls of membership upon their return to the local area. This request shall be provided to the Secretary in a timely manner.

The Leave of Absence policy provides the opportunity for the members to 'opt out' of the membership rolls during a time of extended absence. This is not restricted to being out of the local area, but may also be utilized in the event of a personal or medical emergency.

Please complete this form and provide it to the Secretary as soon as possible. Your request will be presented to the Board of Directors and you will be advised accordingly.

I, _____, hereby request a Leave of Absence for the time period from
Member's Name

_____ to _____.
Date Date

I will notify the Secretary when I will return from this leave.

Member's Signature

Date