

Leave of Absence Policy

Rotary Club of Washington, DC

Approved by the Board, December 15, 2016

Consistent with the Club Constitution and Bylaws, the Board of Directors may approve a Leave of Absence for a member, which relieves the member from prepaying for club meals but does not relieve the member from paying club dues on time.

While on a Leave of Absence, except as noted below, the member may not attend luncheons and buy meals individually. The member may, however, continue with all other aspects of club membership as a dues-paying member.

An application for a Leave of Absence should be on a club-supplied form and submitted prior to the proposed start of the Leave of Absence. Although approvals can be retroactive to the date on which the request is submitted, the member will not know the Board's decision until after it acts at its regular monthly meeting. The Board requires requests to be available to it one week prior to its meeting.

The reasons for a Leave of Absence include:

- **Moving** outside the Washington, DC metropolitan area. The Board may approve leave for up to one year until the member finds membership in another club.
- **Lost employment.** The Board may approve leave for up to one year or recommend the member resign and later seek readmission to the club when finances improve.
- **Medical – Self.** When a member has a medical problem lasting more than two weeks, the Board may approve leave for up to three months, with any combination of leaves of absence for the member not to exceed six months in a calendar year. The Board may retroactively approve a Leave of Absence to the start of a medical situation, if the medical situation prevented the member from making the request in advance. If leave exceeds a month, the member may attend one lunch per month, paying for the meal.
- **Medical – Family Member.** In cases where a member must take care of a seriously ill family member for a period exceeding two weeks, the Board may approve leave for up to three months, with any combination of leaves of absence for the member not to exceed six months in a calendar year. The Board may retroactively approve a Leave of Absence to the start of a medical situation, if the medical situation prevented the member from making the request in advance. If leave exceeds a month, the member may attend one lunch per month, paying for the meal.
- **Travel** (Business or Personal). If travel will exceed four weeks, the Board may approve leave for up to three months, with any combination of leaves of absence for the member not to exceed six months in a calendar year. The member will also be encouraged to visit other clubs for attendance make-ups.
- **Business Conflict.** The Board may approve leave for up to three months, with any combination of leaves of absence for the member not to exceed six months in a calendar year. If the business conflicts are ongoing, the member may be encouraged to consider resigning from the club and joining an area breakfast or dinner club or applying for reinstatement in this club later.
- **Personal Finances.** The Board may approve leave for up to three months, with any combination of leaves of absence for the member not to exceed six months in a calendar year. If the member is delinquent in payments to the club, a Leave of Absence will not be granted unless the member signs a payment plan that will result in the full debt being paid by the end of the following quarter. Failure to meet the terms of the payment plan may result in membership termination “not in good standing.”
- **Other.**

A member who prepays for meals and is not approved for a Leave of Absence may be credited \$20 for every meal eaten at another club within two weeks of the missed lunch meeting at the Washington club.

The start and end dates of all approved leaves of absence shall be reported in Board minutes, but not the reasons for those absences.