

Leave of Absence Request - Rotary Club of Washington, DC

Rotarian: _____ Date Joined: _____

I apply for a Leave of Absence from the Rotary Club of Washington, DC for the period:

From: _____ To: _____

Explanation: _____

I understand that if the Club's Board of Directors approves this Leave of Absence (LOA) it relieves me from prepaying for club meals but does not relieve me from paying club dues on time. It also relieves me from any club attendance requirements. I understand that while on a LOA I may not attend luncheons and buy meals individually, except as may be noted below. I may, however, continue with all other aspects of club membership as a dues-paying member.

LOA's may be approved retroactive to the date on which the request is submitted, but I will not know the Board's decision until it acts. **My request falls under the following provision of the Club's policy:**

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. **Medical – Family Member.** When a member has a medical problem lasting more than two weeks or must take care of a seriously ill family member 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.

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. _____

The start and end dates of all approved LOAs shall be reported in Board minutes, but not the reasons.

SIGNATURE: _____ Date: _____