

**Rotary Club of Santa Clara**  
**Leave of Absence Policy and Request Form**

In accordance with the recommended bylaws described in Rotary International's Manual of Procedure, Article 12 of the Bylaws of the Rotary Club of Santa Clara states:

Upon written application sent to the Club President setting forth good and sufficient cause, a leave of absence for a minimum of 90 days up to 180 days maximum may be granted by the board excusing a member from attending or paying for the meetings of the Club for a specified period of time subject to the regulations of the Board of Directors as enacted from time to time.

An additional Leave of Absence may be granted by the Board of Directors if requested by the Member following all procedures. Club dues, including but not limited to, Rotary International dues, District dues, Birthday, and Anniversary fines will all be prepaid for the entire fiscal Rotary Year prior to the beginning of the Leave of Absence.

If your Leave of Absence goes into the next Rotary fiscal year you will also be required to prepay that year in its entirety prior to the Leave of Absence beginning.

The Leave of Absence ends immediately when the approved time ends, or the member attends a regular Thursday club meeting.

**Leave of Absence Request Form**

I request a Leave of Absence from the Rotary Club of Santa Clara 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 also understand that I will be responsible to prepay club dues for the entire Rotary fiscal year prior to final approval of my leave of absence.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary Signature

\_\_\_\_\_  
Date

