**LEAVE OF ABSENCE TEMPLATE**

**LEAVE OF ABSENCE MAY BE REQUESTED BY A ROTARY MEMBER FOR A PERIOD OF NOT MORE THAN 90 DAYS. DURING THIS PERIOD OF TIME, THE MEMBER IS STILL RESPONSIBLE FOR THEIR MEMBERSHIP DUES AND ANY OTHER COMMITMENTS/DONATIONS. MEMBERS WILL NOT BE CHARGED FOR THEIR MEALS THEY ARE NOT ABLE TO PARTAKE IN DURING THEIR APPROVED LEAVE OF ABSENCE PERIOD. BELOW IS A SAMPLE REQUEST FOR LEAVE OF ABSENCE, WHICH IS SUBMITTED IN ADVANCE TO THE CLUB SECRETARY FOR PRESENTATION TO THE BOARD OF DIRECTORS FOR APPROVAL.**

**Club Secretary**

**Xenia Rotary Club**

**P. O. Box 311**

**Xenia OH 45385**

**Due to (insert whatever your reason is that you will temporarily not be able to make weekly meetings), I am requesting a 90-day leave of absence from Rotary effective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the request should be submitted as far in advance as possible). I understand that I am still responsible for my Rotary dues and other commitments.**

**Thank you for your consideration of this request.**

**Sincerely,**

**John Smith**

**333 Third St.**

**Xenia OH 45385**