



Rotary Club of State College/Downtown

## Leave of Absence Policy

Rotarians are encouraged to visit other clubs and make up missed meetings. However, Leaves of Absence may be granted when extraordinary circumstances prevent a member from regularly attending or making up. A request for a Leave of Absence should be made in writing to the President or Membership Committee stating the reason required and desired starting and end dates. The Membership Committee will review and make a recommendation to the Board which makes the final determination.

Leaves of absence will be considered by the board in the following cases

- Relocation out of the area until a new Rotary club is identified for transfer (maximum of one year per Rotary Manual of Operations).
- A significant life event such as marriage, birth of child, death of family member, major illness, temporary disability, military deployment or change of job which causes a short term inability to attend club meetings.
- A time of extended travel where makeups are impractical.

Leaves of absence are provided for temporary conditions and are not open ended. Being busy is not a qualifying reason. While we strive for excellent attendance a Leave of Absence will generally not be granted unless the temporary condition is expected to last at least two months. Except in the case of relocation out of the area, Leaves of Absence may not be for more than six months.

Club members granted a leave of absence must pay a reduced fee which covers Rotary International and District dues (but not the costs of meals for the period of the leave). Any leave of absence is not official until this fee has been paid.

revised 2014/11/04

---

I have read the above policy and would like to request a leave of absence from \_\_\_\_\_ through \_\_\_\_\_. (Please attach a brief explanation of the circumstances prompting the need.) I understand requests must be approved by the Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date