

3. Leave of Absence Policy

The Livermore Rotary Board of Directors believes that in order to get the most out of your Rotary Club it is important to attend weekly meetings and participate in community service opportunities sponsored by the Club. However, the Board understands and realizes that members from time to time may need to request a Leave of Absence for unforeseen reasons.

A Leave of Absence (LOA) allows a member to be excused from attending club meetings for a period of up to 90 calendar days. A LOA, including any extensions, shall not exceed one year.

All requests for a Leave of Absence will be reviewed by the Board of Directors, which will approve only those requests that it deems reasonable and appropriate. Members requesting a LOA must be Members-In-Good-Standing (current in dues and all club fees; see Club Financial Policy). A LOA will not be granted after the fact. Members seeking a Leave of Absence must submit a request in writing following the steps listed below.

Club members on a Leave of Absence are generally required to pay the facility fee, although an appeal to the President can be made for an exemption from the fee in hardship cases. This status is referred to as a Compassionate Leave of Absence.

How to Request a Leave of Absence:

1. Member shall submit the request for a LOA, in writing, to the Club Secretary. An email request is acceptable.
2. The Club Secretary shall forward the LOA request to the Club President.
3. President shall review requests and may approve a LOA until the next scheduled Board meeting.
4. The President shall present the request to the Board.
5. The Board shall review requests and take action either approving or denying a request for LOA.
 - a. If approved, a LOA for up to 90 calendar days, from requested start date, will be granted.
 - b. If denied, member will not be excused from Club attendance requirements.
6. Secretary will notify Member of the action taken by the Board.
7. Following the above steps, Members may request an extension of an existing LOA to the Club Secretary stating the reason for the extension.