



Lake Arrowhead Rotary Club
 Leave of Absence Policy / Request Form



1. A Rotarian applying for a Leave of Absence (LOA) must submit a completed LOA Request Form to the Club Secretary by the first Tuesday of the month preceding the LOA effective date. LOAs will be considered on the third Tuesday of each month. Situations of an emergency nature will be considered without regard to this timeline. The Club Secretary will notify applicants of the Board's decision.
2. Minimum requirements for consideration are:
 - Applicant should be in good standing with the club
 - Applicant account balances should be current
 - Applicant can request a LOA for a minimum of one month and up to three months (If needed; an extension can be requested.)
 - Applicant's reason for requesting a LOA involves unusual circumstances (winter/extended vacation off the mountain will also be considered).
3. Rotarians on approved LOA will:
 - Be exempt from paying monthly lunch fees and gratuity
 - Be exempt from pledge fining during the LOA period
 - Pay for lunches for themselves and guests during their LOA
 - Pay for themselves and guests for holiday parties or special events
 - Continue to pay Club and Rotary International Dues, as per semi-annual billing
 - Continue Rotary involvement where possible, attending make-ups, etc.
 - Return to active club attendance upon expiration of the approved LOA, or submit a new LOA Request for extension of up to 3 more months.
4. Rotarians who submit a LOA Request Form will receive a completed and signed copy of their Request Form after Board consideration.

Leave of Absence Request Form

Date of Request: _____ Circle one: New Request Extension of Approved LOA

Rotarian Name: _____

Request start and end date: _____

(A minimum of one month, and a maximum of three months.)

Reason for request (please give as much detail as possible): _____

Rotarian signature / Date: _____

Submit completed request to LAR Secretary

-----**Board Determination**-----

LAR Board consideration date: _____ Determination: Approved Disapproved

Special Board requests: _____

LAR Secretary Signature: _____