

Request for Short term Leave of Absence

Members are required to attend 50 percent of the weekly meetings. When it is not possible to attend the meeting of our home club, make-ups can be done at area clubs (of which there are eight other clubs in Madison) or if you are out of town, e-mail the secretary of Madison West Towne-Middleton Rotary Club to find out where Rotary meets in the city you are visiting. Nearby District 6250 Clubs and meeting times are also listed in our Club Bulletin. You may also attend club committee meetings and count these for make-ups if these meetings last at least one hour. The club member is responsible for informing the club secretary about make ups. Meetings can be made up 14 days before or 14 days after the missed meeting.

In some cases you may encounter a circumstance in which attending a regular meeting is not possible and making up is difficult. If you anticipate that you will encounter a circumstance that will make it impossible or unreasonable to attend or make up enough meetings to meet the 50% attendance requirement, you should use this form to petition the board of directors to waive the attendance requirement. You should submit this request prior to the date for which you are seeking the waiver.

A leave of absence may be granted, excusing a member from attending the meetings of the club for a period of up to three (3) months. A member thus excused may, before it has expired, make a written request to the Board that such leave of absence be extended for a period not exceeding three additional months. During your leave of absence you will be responsible for all financial obligations except for your meals.

Check one of the following reasons for requesting a waiver and explain in the space provided.

- Health related problems. Health related problems involving me or my immediate family
- Unusual or extended business obligations. Unusual or extended travel or other circumstances related to my business such as a change of employment, a special assignment, or other employment related cause requiring unusual absence or commitment.
- Community service responsibilities. Community service responsibilities requiring an unusual commitment of time and effort.
- Make up is difficult, uncertain, or impossible. Presence in a location where make up is difficult, uncertain, or impossible.

Explain

NAME: _____

DATE: _____

START DATE FOR LEAVE: _____ END DATE FOR LEAVE: _____