

**Rotary Club of Vancouver Metro Sunset  
Leave of Absence Policy and 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 second Thursday 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:
  - a. Applicant should be in good standing with the club
  - b. Applicant account balances should be current
  - c. Applicant can request a LOA for a minimum of one month up to three months (if needed an extension can be requested)
3. Rotarians on approved LOA will:
  - a. Be exempt from pledge fining during the LOA period
  - b. Pay for themselves and guests for holiday parties or other special events
  - c. Continue to pay Club and Rotary International dues, as per semi-annual billing
  - d. Continue Rotary involvement where possible, attending make-ups, etc.
  - e. Return to active club attendance upon expiration of the approved LOA, or submit a new LOA Request Form for extension 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.

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**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): \_\_\_\_\_

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Rotarian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*Board Determination\*\*\*\*\*

Board Consideration Date: \_\_\_\_\_ Determination: Approved    Disapproved

Special Board Requests: \_\_\_\_\_

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VMS Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_