

**Chico Rotary Club
Request for Work Related Leave of Absence**

A valid leave of absence must be approved prior to missing club meetings. Meetings missed prior to Board approval of the requested leave require appropriate make-up. Deliver completed form to Rotary Office at least 5 days prior to the monthly Board Meeting.

Member Name _____

Term of Requested Leave _____ (Maximum 3 months)

Beginning and Ending Dates of Requested Leave _____

Type of Leave Requested

Waiver of 60% Home Club Attendance

Leave of Absence (No Meeting Attendance Required) *See qualifications below.

Have you previously been granted a work related leave of absence? Yes No
If yes, when? _____

Reasons for Leave Request

Current and Previous Year Team Captain Names

**Criteria for Leave of Absence Approval:*

- 1. You must be a member in good standing and have fulfilled all the requirements for obtaining your black badge; and*
- 2. You must be current in the payment of annual dues and all other financial commitments to the Club; and*
- 3. You must demonstrate why a waiver of the “sixty percent rule” is not a viable option; and*
- 4. You must demonstrate that you have a history of active participation club activities prior to the time that you request a leave.*

By signing below, you affirm that the above listed criteria apply to your request. Additionally, you agree that a Board representative may contact your current and/or previous Team Captain for verification of active participation in the club.

Member Signature _____ Date _____