

### ***Leave of Absence Policy***

The Leave of Absence (LOA) policy affects Membership and Attendance interactions for Branch 8 members.

#### Contacts

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Prior to 2019, an “Inactive” policy existed for the SIR State organization and Branch 8. The State eliminated the inactive policy for the year 2019 and did not replace that concept. For effective management of a subset of a member’s attendance requirements, Branch 8 decided to implement a “Leave of Absence (LOA)” policy.

### **Branch 8 Attendance Rules**

The rules are stated in other documents and not replicated in this document.

### **Branch 8 Leave of Absence (LOA) Rules**

These statements are applicable to members who come under the Leave of Absence (LOA) policy.

1. Criteria:
  - a. A member must notify the Membership Secretary and provide a reason if he cannot meet the regular lunch policies
  - b. The Membership Secretary will confirm/deny the request with the Member.
  - c. A member who is on LOA and wishes to become Active, must notify the Membership Secretary who will advise the effective date of “Active” membership.
2. Regular Lunch Attendance for LOA Members
  - a. A LOA member is **not expected** to attend a regular lunch
  - b. A LOA member is **not obligated** to advise the Attendance Secretary that he is **not** attending
  - c. A LOA member is **obligated** to advise the Attendance Secretary that he will attend
  - d. A LOA member who will attend a lunch is required to notify the Attendance Secretary by 12:00 pm on the Wednesday prior to the luncheon
  - e. A LOA member may attend as frequently as he is able.
3. Expenses: A LOA member is required to pay the annual dues.
4. Activities: A LOA member may participate in Activities with the concurrence of the Activity Chairman
5. Follow-up:
  - a. The Membership Secretary will follow-up with the LOA member in June and December
  - b. Follow-up will be performed as long as a member has the LOA status
  - c. Follow-up may continue for an extended period of time as long as the member and the Membership Secretary concur