

# Leave of Absence Policy and Forms

## Leave of Absence Policy

**In the spirit of transparency to stakeholders and the governing board of directors of the \_\_\_\_\_, the following Board Leader Request for Leave of Absence policy has been approved by the \_\_\_\_\_ board directors on \_\_\_\_\_.**

1. A Board Member who is temporarily unable to continue her or his board of directors and is good standing based on board service criteria, may request a leave of absence by sending a completed Leave of Absence form (page 2 of this document) to the CEO, Board Chair or Board Secretary. Typical reasons for needing to take a period of leave from a service to the BGC of Any Town board of directors include personal health or family health or other family commitments, or transitions in professional status (e.g. relocation).
2. Maximum duration of service to the BGC of Any Town board of directors: Maximum time 6 months. A formal letter requesting an extension can be submitted for review by the Board. Effective the date of the approved leave of absence the board member will not be covered by the organizations Directors and Officers insurance and at the conclusion of the leave or 6 months the board will consider the role vacant. At which time, the board development committee will seek to recruit a replacement to meet the governance needs of the organization.
3. During a leave of absence, a Board Member may **not** vote on organizational business for the BGC of Any Town
4. Activities that **can** be undertaken during a leave of absence include: attendance at continuing education training listed on the Board Member's Annual Service Plan
5. Time spent in an approved Leave of Absence from of service to the BGC of Any Town board of directors does **not** count in the total number of accumulation service to the BGC of Any Town board of directors.
6. The Annual Service Board Outcomes for the BGC of Any Town Board of director's requirements will be waived if the Board Member is on leave-of-absence.



# Board Leadership Leave of Absence Request Form

Complete the yellow boxes only and submit to the Board Secretary,  
CEO or Board Chair

<b>Name</b>	
<b>Date of Election to the Board and Term of Office (1, 2, or 3 Years)</b>	
<b>Start date requested for leave of absence from the board</b>	
<b>Reason(s) for requesting leave of absence</b>	
<b>Anticipated end date of leave of absence.</b>	

<b>Board Action:</b>	
<b>Written Communication to Board Member Provided:</b>	
<b>Filed in the Board Minutes (Date)</b>	
<b>Signature of Board Chair:</b>  <b>Signature of CEO:</b>	