

# **BOWS and BEAUS SQUARE DANCE CLUB**

## **LEAVE OF ABSENCE REQUEST**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*Length of leave (in months): \_\_\_\_\_

Start Month: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

\* A Leave of Absence request must be for a minimum of two months and a maximum of six months. The leave will begin on the first day of the first month and end on the last day of the last month.

### Notes:

1) A Leave of Absence is generally granted only for medical reasons (including being a caregiver) or being required to be away due to a job requirement.

2) The member is exempt from paying the Club's monthly dues during the period of leave. However, should the member come to the Club and participate in dancing during the leave period, the member will be treated as a guest and will be charged the regular guest fee.

This form should be delivered to the Membership Chair. The leave is effective only after approval from the Membership Chair.

Revised: November 5, 2023