

CRITERIA FOR LEAVE OF ABSENCE

(WCMG Bylaws - Article IV Membership, Section 4.2f Membership Classifications.)

Leave of Absence:

1. A leave of absence may be requested by an active member in good standing who has completed one (1) year of membership.
2. Reasons for requesting a leave of absence shall be:
 - a. for personal or family illness.
 - b. for family emergency.
 - c. job related.
3. The **Request for Leave of Absence** form, completed by the member or someone aware of the circumstances, shall be submitted to the WCMG Membership Committee by November 1.
4. The form will be forwarded to the Executive Committee for a recommendation, then submitted to the Washington County Extension Agent for final determination.
5. The WCMG Executive Committee Secretary shall notify the member and the Membership Chair as to the status of the submitted request. The Secretary shall inform the member and the Membership Chair of the decision within seven (7) days of the Executive Committee meeting.
6. During the leave of absence, the member shall:
 - a. continue to pay WCMG yearly dues,
 - b. not be responsible for any annual volunteer or education hours,
 - c. not accrue WCMG years of service.
7. Members may take a leave of absence for up to three (3) consecutive years.
8. If a leave of absence beyond three (3) years is needed, the member shall submit a request to the Washington County Extension Agent for approval.