

Policy Manual

Operational Policy

Operational Policy 18 (OP-18): Board of Directors Leave of Absence

Adopted by: Board of Directors
Adopted on: March 22, 2011
Amended by: Board of Directors
Amended on: March 21, 2017

Summary:

Board of Directors members may encounter circumstances that make the fulfillment of their duties impossible for the time that they persist. To accommodate for such circumstances, provisions are made for leaves of absence. However, the fulfillment of the purposes of the Union requires a consistently functioning Board of Directors, and, as such, leaves of absence are subject to a set procedure and certain limitations.

Policy:

- I. As per Bylaw VI, Section 4, Board of Directors members are eligible for a leave of absence for a period of up to one (1) semester during their term on the Board of Directors and retain their status;
- II. Leaves of absence shall require a request for a leave of absence which shall:
 - a. Be submitted to the Executive Director no less than seven (07) days before the first day of instruction of the semester for which a leave is requested;
- III. Leaves of absence shall not be granted for a period of less than one (1) semester;
- IV. Leaves of absence shall not be granted to more than one (1) Executive Representative at one time;
- V. Leaves of absence shall not be granted to more than two (2) Committee Representatives or Advocacy Representatives at one time;
- VI. Leaves of absence shall be approved by the Board of Directors.