

How do I report a leave of absence?

Zach W. - 2022-03-25 - Attendance

From time to time, a club member may choose to take a leave of absence, in the knowledge they will be unable to attend meetings for a given period. They may be travelling, have family commitments, or be dealing with health issues. A leave of absence excuses active members from attending meetings while retaining them on the membership rolls.

1. To access Attendance, you must log in to your club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.
2. You have now been returned to your club homepage. Click on **Member Area**.
3. You are now on the homepage, where you will see a number of tabs. Click on the **Attendance** tab.
4. Next, click on the **Meetings** link.
5. Now, on the left side of the screen, under the heading **Main**, click on the **Leaves of Absence** link.
6. You now viewing a historical list of all past and current **Leave of Absence (LOA)** records. To add a new one, click on the **Add Leave of Absence Button**.

Leaves of Absence

List any members that are on a leave of absence, which serves to exempt them from meeting attendance as per the Attendance Rules you define.
You can have multiple leaves of absence for a member, simply by defining the start and end date.
Note that a Leave of Absence overrides any other rule that may be set for that member type (e.g. exemption status).

Filter records:

[+ Add Leave of Absence](#)

Name ▾	Start Date ▾	End Date ▾	Reason ▾	Actions
Aaronson, Abe	Aug 01, 2021	Sep 01, 2021	Business trip	Edit Delete
Arnold, Kathy	Feb 01, 2021	Apr 28, 2021	Traveling for work	Edit Delete
Evans, Judith	Aug 13, 2020	Aug 31, 2020	Hospitalized	Edit Delete
Guy, New	Apr 16, 2020	Sep 25, 2020	Sick Leave	Edit Delete
Cox, Gene	May 15, 2019	Aug 15, 2019	Going to Africa	Edit Delete
Bowman, Angela	Jul 01, 2017	Nov 30, 2017	LOA	Edit Delete
Bennett, Norma	Apr 19, 2017	Apr 30, 2017	sick	Edit Delete

Showing all 7 records

7. You are now on the **Add Member Leave of Absence** screen. Use the fields provided to select the member who is going on leave. If you wish to put a currently inactive member on a leave of absence, click the **Show Inactive Members**

checkbox.

Add Member Leave of Absence

Leave of Absence

Select Member:

Burke, Martin

*

☐ Show Inactive Members

Reason:

Start Date:

Mar 25, 2022

*

End Date:

Cancel

Add

8. You have the option to enter a reason for the leave of absence, but this field is not required.

Add Member Leave of Absence

Leave of Absence

Select Member:

Burke, Martin

*

☐ Show Inactive Members

Reason:

Travelling for business

Start Date:

Mar 25, 2022

*

End Date:

Apr 30, 2022

Cancel

Add

9. Next are the **Start Date** and **End Date** fields. While the Start Date is a required field, the End Date can be left blank, in cases where a member is going on a leave of indeterminate length.

Add Member Leave of Absence

Leave of Absence

Select Member:

Burke, Martin *

☐ Show Inactive Members

Reason:

Travelling for business

Start Date:

Mar 25, 2022 *

End Date:

Apr 30, 2022

Cancel

Add

10. Finally, click **Add** to create the leave of absence, or click **Cancel** to discard the information you have entered.

Add Member Leave of Absence

Leave of Absence

Select Member:

Burke, Martin *

☐ Show Inactive Members

Reason:

Travelling for business

Start Date:

Mar 25, 2022 *

End Date:

Apr 30, 2022

Cancel

Add