ClubRunner

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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.

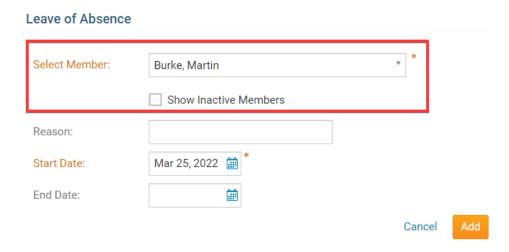
- To access Attendance, you must log in to your club website. At the top right of the screen you'll see the words **Member Login**. Click on this and enter your login details when prompted.
- 2. You have now been returned to your club homepage. Click on **Member Area**.
- 3. You are now on the homepage, 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.
- 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). Name 🗸 Start Date 💂 End Date 💂 Reason 🗸 Actions Aug 01, 2021 Sep 01, 2021 Business trip Arnold, Kathy Feb 01, 2021 Apr 28, 2021 Traveling for work Edit | Delete Hospitalized Evans, Judith Aug 13, 2020 Aug 31, 2020 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 Jul 01, 2017 Nov 30, 2017 Edit | Delete LOA 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**

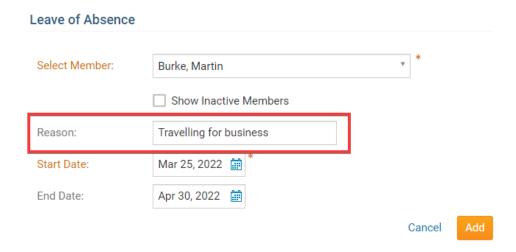
checkbox.

Add Member Leave of Absence



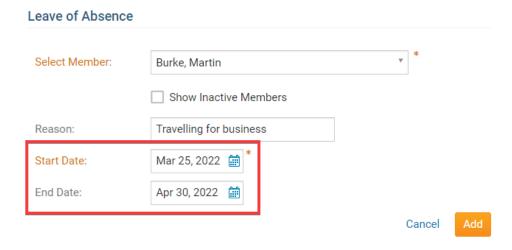
8. You have the option to enter a reason for the leave of absence, but this field is not required.

Add Member Leave of Absence



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



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

