ClubRunner

Help Articles > Club Help > Club - Administration Guide > Attendance > How do I report a leave of absence?

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.

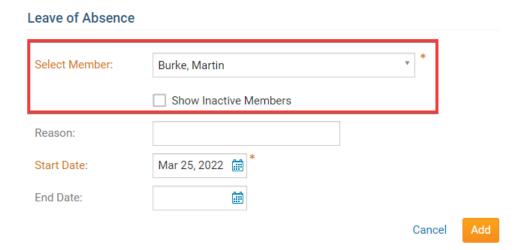
Showing all 7 records

- 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). Filter records: Q Start Date -Name -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 Aug 13, 2020 Aug 31, 2020 Hospitalized Edit | Delete Evans, Judith 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 Apr 19, 2017 Edit | Delete Bennett, Norma Apr 30, 2017 sick

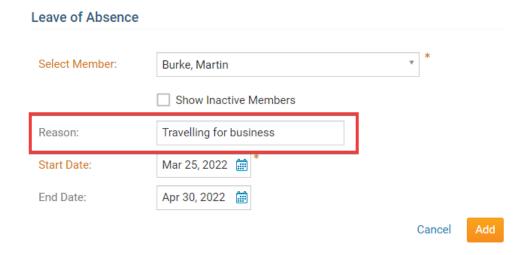
7. You are now on the Add Member Leave of Absence screen. Use the fields provided to select the member who is going on leave. If you wish to put a currently inactive member on a leave of absence, click the Show Inactive Members checkbox.

Add Member Leave of Absence



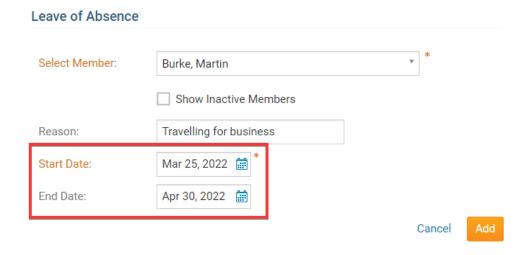
8. You have the option to enter a reason for the leave of absence, but this field is not required.

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



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

Add Member Leave of Absence

