ClubRunner

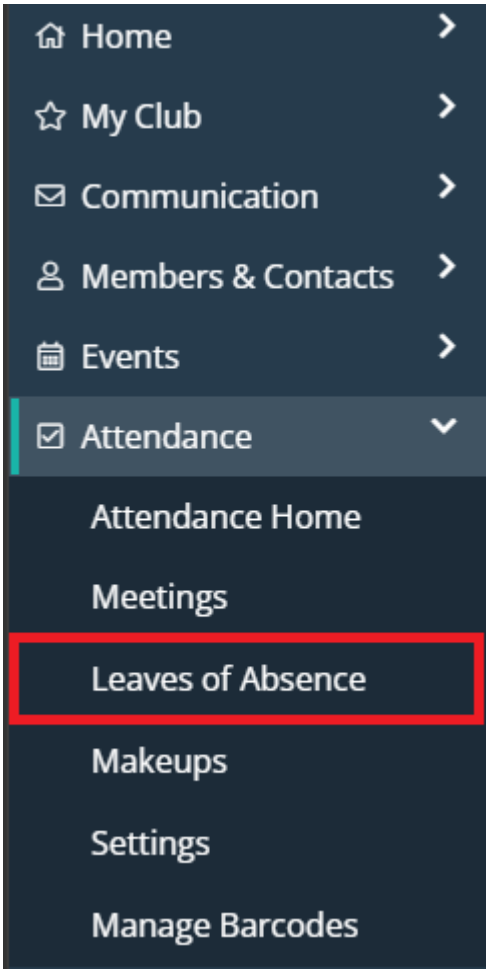
[NOVA] How do I report a leave of absence?

Michael M. - 2026-06-09 - Attendance

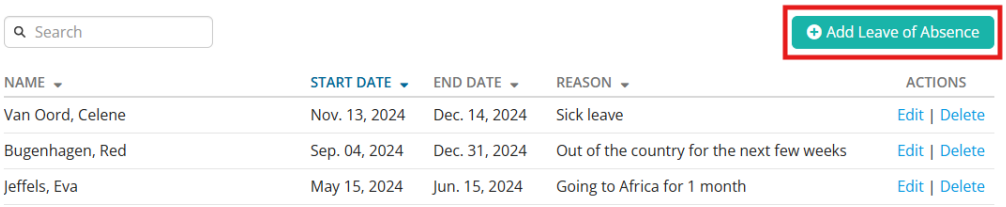
From time to time, a club member may choose to take a leave of absence if they will be unable to attend meetings for a given period. They may be travelling, have family commitments, or be dealing with health issues. A leave of absence excuses active members from attending meetings while retaining them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

1. Log in to your account through your club homepage, then click on **Member Area** on the top right-hand corner under your club banner. **Alternatively, click here to go directly to the ClubRunner login page.**

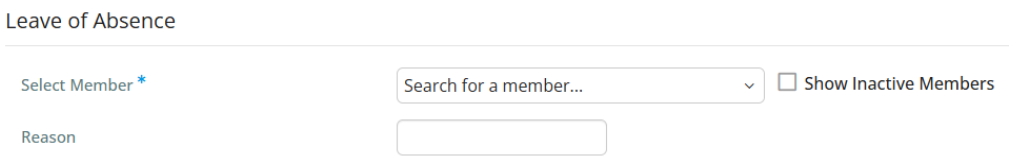
2. In the left-hand menu navigation, click the arrow beside **Attendance** and then click **Leaves of Absence**.



3. You will see a list of all past and current Leaves of Absence. To add a new one, click on the **Add Leave of Absence** button.

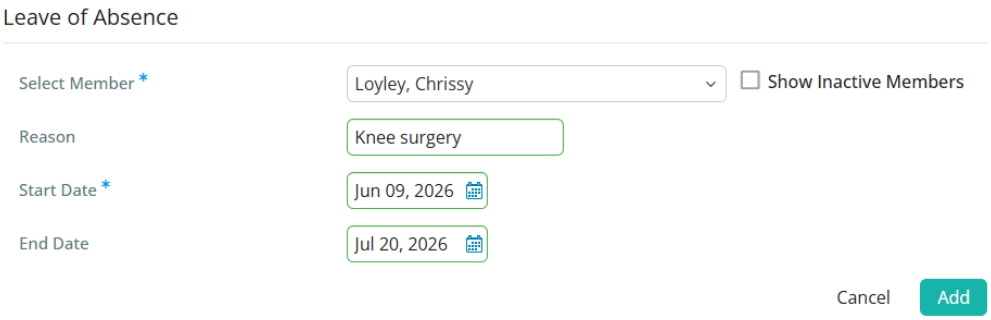


4. Use the dropdown field to select the member who is going on leave. You may click on the Show Inactive Members checkbox if you need to record a past leave of absence for a terminated member.



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

6. Click on the **date fields** to select the date range of this member's leave of absence. 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.



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