

ClubRunner

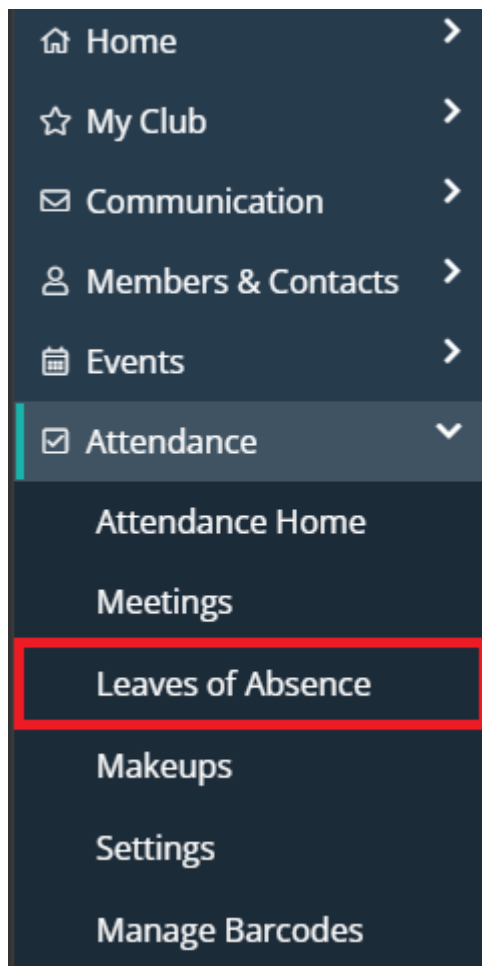
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[NOVA] How do I report a leave of absence?

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.

Q Search

+ Add Leave of Absence

NAME ▾	START DATE ▾	END DATE ▾	REASON ▾	ACTIONS
Van Oord, Celene	Nov. 13, 2024	Dec. 14, 2024	Sick leave	Edit Delete
Bugenhagen, Red	Sep. 04, 2024	Dec. 31, 2024	Out of the country for the next few weeks	Edit Delete
Jeffels, Eva	May 15, 2024	Jun. 15, 2024	Going to Africa for 1 month	Edit Delete

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.

Leave of Absence

Select Member * Show Inactive Members

Reason

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.

Leave of Absence

Select Member * Show Inactive Members

Reason

Start Date *

End Date

Cancel

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