

## Leave of Absence Form

If you are returning to work of any kind, please complete a Return To Work Form

If you need to be absent from ProMatch for more than one week for any reason other than Work (which includes temporary, contractor or survival work as well as permanent work), please complete this form and put it in the box outside of Rosie's cube box that say's "**Completed Changes of Status**" so that we can put you on an official leave from ProMatch and not deduct 4 hours of service per week while you are gone.

Members can take up to 60 days of total leave while in ProMatch but please note that leaves will not extend your graduation date from ProMatch; in other words, your end date will be 7 months from the day you first enroll into ProMatch. Also, while you are on leave, ProMatch workshops and other ProMatch Resources will not be available to you; they are reserved for active members.

Everyone needs to take a leave now and then but please remember that leaves are disruptive to Promatch in general, and to our teams in particular, and your ability to build sustainable relationships with other ProMatch members is also impacted so take leaves judiciously.

Please complete all of the following information:

Reason for LOA:

Illness     School     Vacation     Other (please specific below)

Start Date for Leave of Absence: \_\_\_\_\_ Estimated Length of Absence: \_\_\_\_\_

Please note that you should not take a leave if it's for a week or less and we only do them on a calendar week basis from Monday to Friday. Also, **please remember to complete a "Re-Activate form upon your return telling us you are officially back so that we can reinstate your status.**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_