



PROFESSIONAL CLUB MARKETING ASSOCIATION

What's Trending?

Leave of Absence Policy

Best practices regarding extending members the opportunity for leave of absence are very difficult because circumstances for such requests are usually very subjective. An industry standard is also very difficult to pinpoint with dynamic scenarios surrounding dues, member demographics, location attributes, membership classification numbers, etc.

With no quick fix or universal template, it seems the following topics of consideration seem to be most common and/or important when developing parameters and confirming a club-specific policy:

1. What circumstances will the club consider to be extenuating enough for approving a leave of absence and what are the definitions/guidelines for each?
 - o Medical, military, financial distress, personal distress, temporary relocation, etc.?
2. What financial relief will be offered and what continued commitments will be required if approved for leave of absence?
 - o Plan for settling an outstanding balance, full or partial operating dues relief, capital dues payment, etc.?
3. What club access limitations will be enforced for members approved for leave of absence?
 - o Voting rights, loss of or limited club usage, club privileges as a guest, etc.?
4. What are the parameters of the leave of absence program?
 - o Process and timeline for making a request, timeline for leave of absence period once approved, how many leave of absence members can be allowed at one time, etc.?

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