

Estate Planning Council of Vancouver
Request for Leave Policy and Procedures

Policy:

It will be the policy of the Estate Planning Council of Vancouver to consider requests for leave under the following guidelines:

- Considered for the primary purposes of parental leave and medical leave, and other reasons at the discretion of the Executive Committee;
- Leave may be granted to a maximum of two Estate Planning Council seasons;
- A “Leave Fee” of \$150 + GST per season of leave is payable by the member requesting leave to hold their place on Council;
- If the member desires to return prior to two years, the membership fee will be pro-rated on a per meeting basis without refund of the \$150 Leave Fee; and
- All leaves must be approved by the Executive Committee.

Procedure:

The following procedure for the requesting of, and approval of leave will be followed:

- The member requesting leave will make a request, in writing, to the Executive Committee;
- The Executive Committee will review the request at the next scheduled Executive Committee meeting;
- The Executive Committee will respond to the member in writing and the response will include the start date and end date for the requested leave;
- The member will be responsible for ensuring payment of the Leave Fee;
- The member will inform the Executive Committee of the planned return date.
- On return, should it be mid-season, the member will ensure payment of meeting fees until the start of the next full season.