



## **LEAVE OF ABSENCE (LOA) POLICY**

The Board of Shoalhaven Heads Golf Club (The Club) recognises that from time-to-time members can experience health-related issues which prevent them from playing golf and has put in place this policy to allow members to apply for a period of formal leave of absence from membership of The Club.

### **DEFINITION**

Leave of Absence (LOA) is permission to suspend membership of The Club on certified medical grounds due to illness, injury or other medical or health-related condition.

### **DURATION**

LOA may be granted for a period of no less than 3 months and no more than 12 months. No more than 2 separate periods of LOA will be granted in any three-year period.

An extension to a full year's leave may be requested (in writing) to a maximum of 3 continuous years LOA.

### **ELIGIBILITY**

- Three continuous years of membership prior to the application.
- The applicant's membership subscription is fully paid.

### **APPLICATION PROCESS**

- Application for LOA is to be made on the application form which is available on the club website or by request by email from [membership@shoalhavenheadsgolfclub.com.au](mailto:membership@shoalhavenheadsgolfclub.com.au)
- When returned a completed application should be accompanied by supporting medical documentation \* **see note below**.
- Application should be made, as far as possible, within 30 days of the injury / illness or other condition which gave rise to the application.
- Applications received that exceed 30 days of the injury / illness / other condition coming to attention, may not be considered.
- Applications and accompanying documentation can be submitted to the office by placing the application form in the Membership Pigeon Hole, or preferably electronically to [membership@shoalhavenheadsgolfclub.com.au](mailto:membership@shoalhavenheadsgolfclub.com.au). Please ensure the form and back up documents are placed in a sealed envelope to ensure privacy.
- Applications will be considered and dealt with by a sub-committee appointed by the Board who will have the authority to make all decisions.
- The sub-committee will consist of the President, the Treasurer, Chairperson of the WHS Committee and the Membership Secretary
- Decisions of the sub-committee will be conveyed to applicants by the Club's Membership Secretary.

- Normally applications will be considered and decided upon within ten days of receipt. However, should a delay be encountered, an applicant will be advised of the delay.
- Leave of absence applications will not be considered retrospectively.

**\*Important note: a letter signed by a GP or other medical professional on headed paper stating that the individual is under their care and is unable to play golf for (state period or for foreseeable future) will suffice.**

#### **GENERAL CONDITIONS OF POLICY**

- The sub-committee responsible for processing all applications has authority to classify an application as an exception to the policy and, after documenting its reasons for this designation, then proceed to decide on the application in accordance with the designation.
- This policy and its operation will be reviewed annually by the Board.
- The Club, through the Board reserve the right to makes changes to this policy and will seek to keep members informed of any such changes.
- It is the responsibility of a member granted a period of LOA to inform the club of any change in contact details.
- It is the responsibility of the member to inform the club of a return to golf earlier than forecast.
- Leave of absence automatically expires if the member plays golf at any course.
- No play is permitted on the course or use of its practice facilities during a Leave of Absence except that the member may seek the written approval of the Club Captain for a social round of golf or practice to determine if he or she is fit to commence playing golf on a regular basis.
- Members granted LOA may be eligible for a membership subscription relief credit.
- Any membership subscription relief credit granted to applicants will be in the form of a credit towards the next membership subscription due and will exclude fees, insurance, levies, or other extras, which will remain payable, if outstanding.
- To receive such a credit, the member must be returning from an approved period of LOA and must have advised The Club, in writing or by email, of the date of their intention to return to the Club.
- A subscription relief credit
  - is calculated in whole months only.
  - cannot be used as a credit against another member's fees.
  - cannot be used as a credit against current year's fees.
  - is not refundable.