

THE MICHIGAN  
**WWII LEGACY**  
*Memorial*

HONORING SACRIFICE. CELEBRATING FREEDOM.

### **Leave of Absence**

The Michigan WWII Legacy Memorial recognizes the personal sacrifice of board members and values their continued participation. Therefore, the organization will grant occasional leaves of absence for up to one year under the following provisions:

- A request for a leave of absence must be submitted in writing to the board president.
- Every three months, a board member on leave of absence must inform the president in writing that they wish to extend their leave of absence, return to the board or resign.
- A board member on leave of absence may request reinstatement in writing to the board president at any time during their leave.
- After one continuous year on leave of absence, no additional leaves may be granted. The board member must either request reinstatement or resign.
- All reinstatements and extension of leaves will be at the discretion of the president.
- In the absence of communications after any three month period, the board member's current written request for leave of absence will be considered a resignation.

The board president shall inform the board at the next scheduled meeting after any actions related to a leave of absence, including initiation, disposition of a leave of absence after each three month period or upon reinstatement at the request of the board member.

Any board member on leave of absence will still be considered a board member and therefore bound by By-Laws and policies of The Michigan WWII Legacy Memorial with the following exceptions:

- They are exempt from the Board Attendance Policy.
- They are exempt from meeting and communication and activity related obligations of the Board Member Contract.
- They are exempt from meeting, communication and activity related obligations of the Board Member Job Description.

Board members on leave of absence will receive official board communications, but they are not obligated to respond unless required by a policy not listed above. Even though board members on leave of absence are not required to attend meetings, they are encouraged to participate in activities of The Michigan WWII Legacy Memorial as volunteers or members of the general public.