

## **5.2 Leave of Absence Request**

### **Policy:**

A leave of absence may be granted to a member of the Reno/Sparks Association of REALTORS® under the following circumstances:

- a. \_\_\_\_ (initial) Member must be in good standing. Good standing shall be defined as having paid the current year's annual dues and any outstanding financial obligations to the Reno/Sparks Association of REALTORS®.
- b. \_\_\_\_ (initial) Member's real estate license must be placed inactive during the Leave of Absence period. If member reactivates his/her real estate license and membership within six months of the approval date, the reinstatement fee will be \$50 plus the current year's membership dues, if applicable. If member reactivates his/her real estate license and membership from 181-365 days after approval, the reinstatement fee would be equal to the current membership reinstatement fee plus the current year's membership dues, if applicable. If member does not reactivate his/her real estate license and membership within one year, the leave of absence will automatically expire and reapplication for membership would be required. The fees and requirements for application for membership would be the same as the current requirements for new members.
- c. \_\_\_\_ (initial) To qualify for a leave of absence member must demonstrate one of the following circumstances:
  - \_\_\_\_ Life-threatening illness or incapacitation of member or immediate family member.
  - \_\_\_\_ Activation of military duty in time of conflict or National emergency.
- d. \_\_\_\_ (initial) Request for Leave of Absence must be received in advance of license inactivation and as soon as the situation is known.
- e. \_\_\_\_ (initial) Documentation of license inactivation must be provided within two weeks of approval of Leave of Absence request.
- f. \_\_\_\_ (initial) Completion of the Leave of Absence Request form (attached) with signatures acknowledging the conditions of the Leave of Absence.
- g. \_\_\_\_ (initial) Confirmation that the member has not been approved for a leave of absence within the last two years.

All leaves of absence shall be at the discretion of the Executive Committee with the consensus of the Board of Directors. The maximum duration of a leave of absence shall be one year. Request for leave of absence can not be submitted more than once in a two year period.

### **Acknowledgement**

I, \_\_\_\_\_, the undersigned licensee, hereby request a leave of absence for a period not to exceed one year for the following reasons:

- Life threatening illness or incapacitation of member (documentation attached)
- Life threatening illness or incapacitation of immediate family member (documentation attached)
- Military Duty Activation (documentation attached)

I acknowledge, that by submitting this request, I must place my real estate license on inactive status and provide notification of such within fourteen days of the approval of the requested Leave of Absence. Additionally, by initialing above and my signature below, I acknowledge and accept the conditions of the Leave of Absence and confirm that I have not been approved for a leave of absence in the last two years.

I further understand that if involved in the National Association of REALTORS® Benefits Program, that coverage may lapse with the granting of a Leave of Absence.

Licensee \_\_\_\_\_ Date \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone# \_\_\_\_\_

Approved by Bylaws & Policy: 07/26/00  
Approved by Board of Directors: 08/25/00