

2.2 - LEAVE OF ABSENCE FOR ADULT LEADERS

1. This policy relates to absences of 3 months or longer.
2. The following guidelines relate to leave of absence for appointed Leaders:
 - a. *For all appointed Leaders attached to Groups (excluding Group Leaders):*
 - i. approval is given by the Group Leader or Scouting manager for absences of 3 months or less;
 - ii. approval is given by the Region Commissioner for absences of 3 months to less than 6 months; and
 - iii. approval is given by the Chief Commissioner, in consultation with the Appointment's Committee, for absences of 6 months or more.
 - b. *For Group Leaders and all other appointed Leaders not attached to Groups (excluding Assistant Chief Commissioners and Region Commissioners):*
 - i. approval is given by the responsible Commissioner for absences up to 6 months;
 - ii. approval is given by the Chief Commissioner, in consultation with the Appointments Committee, for absences of 6 months or more; and
 - iii. if applicable, a replacement will be nominated or appointed as appropriate.
 - c. *For all absences of six months to 12 months:*
 - i. the period of absence will not count towards Leader service; and
 - ii. the Branch registration fee may be waived.
 - d. *For all Assistant Chief Commissioners and Region Commissioners:*
 - i. Leave matters will be dealt with by the Chief Commissioner in general conformity with the above guidelines.
 - e. *Return from Leave of Absence:*
 - i. When a Leader returns from a leave of absence, the Group Leader or Scouting manager is to advise the Branch Office, by email or other suitable means, for notification to the Appointment's Committee.
3. Requests for leave of absence should be submitted on the appropriate form as early as possible.
4. Once a request for leave of absence is approved, the information is to be forwarded to the Branch Office for recording on personal files.

AUTHORITY

5. This policy statement was approved by the Branch Executive Committee on 12 June 1996 and 25 May 2011.