

Austin Area Comprehensive HIV Planning Council

Policy 1: Absences, Excusal, and Leave of Absence

Policy:

The Austin Area Comprehensive HIV Planning Council (Council) shall monitor the absences of each Council member in accordance with its bylaws. Members who do not meet their attendance requirements will be considered to have abandoned their membership and a recommendation sent to the CEO for their removal.

Procedure:

Attendance Requirement: All members are expected to attend all meetings of the Planning Council. Members shall not miss more than one third of regularly scheduled Business Meetings, or one third of regularly scheduled Committee meetings, or three consecutive Business meetings, or three consecutive Committee meetings in a rolling 12-month period. Absences may be excused and not count towards attendance requirements under the following circumstances:

- Jury Duty
- Military Service
- Death in family
- Illness, Injury, or Medical Appointment
- In service of the HIV Council or HIV Community (at the Chair's discretion)

Members must notify Council staff within seven days of the absence if one of the above excused absence conditions is met. Notice after seven days or if the absence is not one of the above mentioned excused categories, the absence will be considered unexcused and count against the member's attendance requirements.

Members may take a leave of absence of up to three cumulative months in a rolling 12 month period. A leave of absence must be approved by the Council Chair in advance of the planned leave of absence.

Date created: June 7, 2011

Date approved by Council:

Date Reviewed: