A. AN OFFICER OR DIRECTOR MAY REQUEST A LEAVE OF ABSENCE

An Officer or Director of the Association may request a leave of absence of their official duties once in each year of their term of office, without triggering the provisions of By-Law 2 Section 7. Elected Officers of the Association may request a leave of absence once during their term of office.

B. PROVISIONS FOR OFFICERS OF THE ASSOCIATION

1. A request for a leave of absence from an elected Officer must be provided to the Board of Directors in writing, through the Executive Director or Corporate Secretary.

2. The Leave of Absence will be effective once the Board of Directors:
   a. has received the notice
   b. confirmed the interim assumption of duties by another officer, as provided in this policy, and
   c. has not taken action under Section D of this policy.

<table>
<thead>
<tr>
<th>Officer requesting leave of absence</th>
<th>Order of precedence to assume duties</th>
<th>Additional appointments, if required</th>
</tr>
</thead>
</table>
| President                           | 1. First Vice-President  
2. Second Vice-President  
3. Vice-President Finance           | The Board may, at its discretion, make interim appointments to fill any vacancies created by the leave. Vacancies shall be filled from among the Directors not already serving as Officers. |
| First Vice-President                | Second Vice-President               |                                      |
| Second Vice-President               | Not applicable                      |                                      |
| Vice-President (Finance)            | Not applicable                      |                                      |

3. Leaves of Absence for Officers may not exceed 90 days. If an Officer fails to resume their duties after this period, they will be deemed to have resigned their office and the Board shall elect another Director to assume the vacated office.

4. In the case of a leave of absence of the President, the Officer who assumes this role shall be referred to as the Acting President.
A Director may take a leave of up to 120 days. If the Director does not resume their duties within this period, they have effectively resigned from the Board. The Board may make an interim appointment to fill the vacancy.

C. **PROVISIONS FOR DIRECTORS OF THE ASSOCIATION**

1. A request for a leave of absence from a Director must be provided to the Board of Directors in writing, through the Executive Director or Corporate Secretary.

2. The Leave of Absence will be effective once the Board of Directors has:
   a. received the notice, and
   b. not taken action under Section D of this policy.

3. A Leave of Absence by a Director may not exceed 120 days. If a Director fails to resume their duties after this period, they will be deemed to have resigned from the Board of Directors, and the Board may make an interim appointment to fill the vacated seat.

D. **QUORUM REQUIREMENTS AND REFUSAL OF LEAVE REQUESTS**

1. The Association shall, at all times, maintain a sufficient number of directors necessary to conduct the business of the Association.

2. A leave of absence may not be accepted if the result of that leave reduces the number of active directors to seven or less.

3. The leave may be accepted once this condition has been corrected through interim appointments or elections, as prescribed by Association By-law or Policy.

5. The Board may, within 14 days of receiving a leave of absence request, call a vote to deny the leave. The motion may be put at a meeting of the Board or through electronic ballot. A majority vote in support of the denial is required to refuse the leave. The officer/director requesting the leave shall be entitled to vote on the motion.

APPROVED BY THE BOARD.

October 13, 2015

Jacqueline Arlen, President

David Moore, Secretary