

Prairie Wind Ensemble
Leave of Absence Request Form

This request form is in accordance with the PWE By-Laws and Attendance Policy, which state:

- 4. *Members will be allowed to take a leave of absence for the length of one concert per season while still having their seat held within the organization.*
 - a. *Members seeking to take a leave of absence need to notify the Music Director in advance of the first rehearsal for that cycle.*
 - b. *A member who is unable to play two or more concerts in a single season will be placed on the Prairie Wind Ensemble Substitute Member list. The then-vacated seat will be given to a willing individual from the sub list able to make a full season commitment.*

- 7. *Special extenuating circumstances related to health issues or overriding situations will be reviewed as necessary by the Music Director and the Board.*

Please fill in the items below and return this form to the Board President so that your absence may be treated accordingly and whenever possible, protect your seat within the organization. A copy of your completed form will be returned to you following submission. Failure to return this form prior to your absence jeopardizes your ability to return as a full-time member.

Name: _____ Instrument: _____

Length of Absence Requesting:

_____ October Concert _____ March Concert
_____ December Concert _____ May Concert

Reason for Request:

For Board of Directors' Use Only:

_____ Approved _____ Disapproved

Board President's Signature _____ Date: _____