

KBOO Radio Policy	<b>Board Member</b>	12/22/25
POLICY #II.C.5	<b>Leave of Absence</b>	Approved by: Board of Directors

## SUMMARY

The purpose of this policy is to establish a single, consistent process for members of the KBOO Community Radio Board of Directors taking a Leave of Absence (LOA). An LOA may be taken for any reason, including but not limited to medical needs, family responsibilities, seeking or applying for KBOO staff positions, or other personal circumstances.

If a director is temporarily unable to fulfill their duties, KBOO Community Radio is better served by having the director take an LOA rather than resign from the Board. Resignation leaves the Board with one fewer member, and the Board would have to fill the vacant seat.

This policy replaces all previous LOA-related policies and applies equally to all directors. In the event the Board President, Board Vice President, Board Secretary, Board Treasurer, or At-Large Member of the Executive Committee require an LOA, the Board must by majority vote appoint a director to temporarily fulfill those duties.

### A Leave of Absence:

- Temporarily suspends a director's active participation on the Board.
- Ensures transparent governance and continuity of Board operations.

### LENGTH OF LEAVE

An LOA may be granted for a maximum of 4 months per fiscal year. A director may not extend or renew the LOA beyond this 4-month maximum. If a director does not need or take 4 months of leave in one instance, they may take an additional leave period, so long as the total time they are on leave does not exceed 4 months per fiscal year. If a director is on leave for more than 4 months total per fiscal year, their Board seat will be considered vacant, and the Board may move to fill the seat, consistent with the procedure for vacancies outlined in the bylaws.

### STATUS DURING LEAVE

KBOO's Board of Directors requires active, ongoing participation in governance. While the director is on an LOA, the director is not permitted to engage in Board work.

The director will not be permitted to participate in Board meetings, discussions, votes, committees, email threads, or any form of governance activity. The director is considered detached from the Board and temporarily not participating in governing The KBOO Foundation.

### BYLAW COMPLIANCE

This LOA policy overrides the attendance requirements in the bylaws.

### EMAIL AND SYSTEMS ACCESS

The director on LOA will have their email address suspended for the duration of their leave. Access will be restored upon the director's return at the end of the approved leave. Access to any internal communication, governance tools, or confidential Board materials will be suspended during LOA.

## **SUBMITTING A LEAVE OF ABSENCE NOTIFICATION**

A director must notify the Board President and Board Secretary of their intentions to take an LOA in writing (email is acceptable). The director must include a start date as well as an anticipated return date.

## **RETURNING FROM LEAVE**

The director on leave must notify the Board President and Secretary in writing at least one week in advance of the intended return date.

Upon return, the director resumes full responsibilities, including attendance, communication, and participation in governance. The director's email address and access privileges will be reinstated.

## **UNPLANNED FAILURE TO RETURN**

If a director does not notify the Board one week before their return date or fails to return before the 4-month maximum, the Board will proceed to fill the seat as a vacancy.

## **RECORD KEEPING**

The Board Secretary will document the start and end dates of the LOA, and keep track of the total number of months of leave each director takes per fiscal year.

Adopted by the Board of Directors 12/22/25