

## Leave of Absence Policy

When a Director takes a leave of absence (LOA) from the Board of Directors of the Powerhouse Theatre, the following procedure should occur:

- Notice in writing to be given to the Board
- The Powerhouse email address(es) that were being monitored by that director will be re-assigned, as soon as possible, to another Board member to monitor. This duty may stay with the absentee depending on the nature of the absence, and may be given back to the absentee as soon as they are able to perform the duty.
- The duties of the absentee will be reassigned as necessary
- All pertinent permissions should be suspended until duties resume. Some permissions may remain if the Board member is able to do a portion of their duties, at the discretion of the Board and the absentee.
- Keys may remain with the absentee during the LOA, and their door code will remain active
- The absentee must receive all Board communication and meeting minutes and reports so the transition back from absent will be smooth
- If the absentee is a signor, the Board must decide whether to choose a new signor or keep the absentee as the signor. Factors such as length of absence and ability of other signors to step in should be considered.

The above should all be in consultation with the Board and absentee, so all duties are covered and there are no misunderstandings. A timeline for resuming duties should be discussed at this time, and discussions should be fluid throughout the absent period.