



*Upper Bay Counseling & Support Services, Inc.  
Board of Directors*

**Board Member Leave of Absence Policy #8**

Any UBCSS Board member may request a leave of absence from the UBCSS Board of Directors for a period of two to six months. The request must be made in writing (electronic communication is acceptable) to the President or Vice President as soon as the member becomes aware of their need for a leave of absence. Upon receiving the request the Executive Committee, or Board, will review the request at their next regular meeting and will vote on whether to grant the leave of absence. If a leave of absence is granted the member will be removed from the board for the period requested, and, will be automatically reinstated to the board at the conclusion of the leave of absence. The leave will not extend the board member's term of service.