

Medical Leave Policy

February 2000

I. Need for the Policy

There is an increase in the number of swimmers requesting an inactive status due to medical reasons. The Registration Chairperson and the Board of Directors are in need of a policy to outline the procedures dealing with such leaves in a fair and consistent manner.

II. Statement of Policy

- A. A medical leave is defined as an absence from swimming due to serious health concerns documented by a physician and lasting at least thirty (30) consecutive days.
- B. Swimmers requesting a medical leave must be under a doctor's care at the time of the request.
- C. A statement from the care provider containing the following requirements must be provided to EBSC.
 - 1. The doctor's name, address, phone number and position, must be provided (letterhead acceptable).
 - 2. The dates of services must be listed.
 - 3. The doctor must state that swimming must be suspended.
 - 4. The doctor's signature is required.
- D. Any swimmer requesting a leave from swimming for a partial season will receive a credit (for the registration fee only) for the time out of the water. This credit will be applied to the next season's registration assessment.
 - 1. The credit will be calculated on a weekly basis, but not to exceed fifty percent (50%) of the registration fee.
 - 2. The club will hold the credit amount until the next season.
 - 3. The swimmer will remain on the roster for the partial season.
 - 4. The swimmer and family will be required to participate in all mandatory club events as outlined in the membership policy.
 - 5. At the end of the partial season, the swimmer must decide to return or take a full season leave and be placed on the waiting list.
- E. Any swimmer requesting a leave for an entire season will be placed at the top of the waiting list.
 - 1. The swimmer's name will not remain on the roster.
 - 2. Families will not be required to participate in mandatory club events, unless, of course, they have other swimmers in the water.
 - 3. When the care provider allows the swimmer to resume practices and competition, then the swimmer will be offered the first spot available at the next registration.
 - 4. Family accounts will be held by the club until the swimmer returns or the decision is made not to return at all. Registration credits will be refunded upon request at this time.
 - 5. If a swimmer decides not to return to the club, his/her name will be dropped from the waiting list.
- F. Any swimmer wishing to resume workouts, must provide a statement to the Registration Chairperson thirty (30) days prior to the next season's registration with the following requirements.
 - 1. It must have the doctor's name, address, phone and position on the statement (as on a letterhead).
 - 2. It must state that permission has been given to resume workouts on a certain date.
 - 3. It must be dated and signed by the current care provider.

III. Responsibilities

- A. The Registration Chairperson will administer the policy and communications to all families requesting medical leaves and inactive status.
- B. The Board of Directors will have the final approval on all requests.
- C. The swimmer (or swimmer's parent) is responsible to notify the Registration Chairperson in writing before the next season's registration if the swimmer wishes to resume practices for the next season. Refer to II, F.
- D. The Family Account Chairperson will return family account balances, not to include fundraising credits, when a swimmer decides to not resume with the club.
- E. The Registration Chairperson will return any held credit when a swimmer decides to not resume with the club.

Please sign and return the acknowledgement section, found on the separate acknowledgment page, to the Registration Chairperson at the time of registration. **Retain the policy for your records.**