

ELMBROOK SWIM CLUB
Medical Leave Policy

1. Summary
 - a. A medical leave is defined as swimmer's absence from swimming ordered by a health care provider that lasts at least thirty (30) consecutive days.
 - b. A swimmer on a medical leave for a partial season will receive a credit against the swimmer's registration fee for the following season.
 - c. The credit will be calculated on a weekly basis and may not exceed fifty percent (50%) of the registration fee.
 - d. A swimmer on medical leave for an entire season will be placed at the top of the waiting list for the next season.

2. Requesting a Medical Leave
 - a. To request a medical leave, a signed statement from a health care provider must be submitted to the President and Vice President of the Board of Directors ("Board") of EBSC with the following information:
 - i. The health care provider's name, address, phone number and position (letterhead acceptable);
 - ii. The dates of services; and
 - iii. A statement that swimming should be suspended and the date when swimming can be resumed. The specific medical issue does not need to be disclosed.
 - b. Communication of the request via email is recommended. A legible copy of the health care provider's statement may be attached to the email.

3. Medical Leave for Partial Season
 - a. The swimmer will remain on the roster for the remainder of the season.
 - b. The swimmer and family will be required to participate in all mandatory club events as outlined in the Membership & Registration Policy (and any Addendum) for the remainder of the season.
 - c. If the swimmer is not able to return to EBSC the next season, he or she must notify the President and Vice President accordingly and the swimmer will be placed on the waiting list going forward.

4. Entire Season Medical Leave
 - a. A swimmer who requests a medical leave for an entire season will be placed at the top of the waiting list for next season unless the swimmer notifies the President and Vice President that he/she does not intend to return to EBSC.
 - b. The swimmer's name will not remain on the roster.
 - c. The family of a swimmer on leave will not be required to participate in mandatory club events unless the family has other swimmers.
 - d. In the event of a full season medical leave, any existing registration credits will be refunded upon request.

5. Extended Medical Leave (more than one entire season)
 - a. A swimmer who requests a medical leave for more than one entire season will not remain on the roster.

- b. The swimmer will remain at the top of the waiting list unless the swimmer notifies the President and Vice President that he/she does not intend to return to EBSC.
- c. The family of a swimmer on leave will not be required to participate in mandatory club events unless the family has other swimmers.

5. Procedure

- a. The President and Vice President shall review the request within 14 calendar days of receipt.
- b. If the request fails to meet the criteria in Section 2 above, the President or Vice President will notify the requestor of the deficiency and provide a reasonable opportunity to supplement the request.
- c. If, in the judgement of the President and Vice President, the request for medical leave meets the criteria in Section 2 above, the Vice President shall notify the Club Administrator to (as applicable) update the roster, credit the swimmer's account, provide exemptions to mandatory club activities and take other action consistent with this policy.

6. Resuming Workouts/Competition

- a. Any swimmer wishing to resume swimming for EBSC after a medical leave must provide a signed statement from a health care provider to the President and Vice President thirty (30) days prior to the next season's registration with the following information:
 - i. The health care provider's name, address, phone number and position (letterhead acceptable); and
 - ii. A statement that permission has been given for the swimmer to resume workouts on a certain date.

7. Confidentiality

- a. To the extent health information is included in the request for medical leave, the request for medical leave will serve as your consent to disclosure of the health information in accordance with this policy.
- b. All requests for medical leave will be considered highly confidential and will be shared only as necessary to administer this policy.