



# Council Member Leave Request

## Leave of Absence

- Leave of Absence is required as per section 2.25 – Disqualification for failure to attend meetings of the *Local Government Act 1995*.
- Approval or refusal to grant a leave of absence needs to be recorded in the minutes of a Council Meeting before the leave is to be taken.
- A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.
- Leave is not to be granted in respect of more than six (6) consecutive ordinary meetings of Council without approval of the Minister unless all the meetings are within a three (3) month period.

Council Member Name: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ (inclusive)

## General Absence

General absence is for times other than Council Meetings to inform relevant staff and other Council Members for other meetings and duties etc.

Council Member Name: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ (inclusive)

*Note: All documents will be left in your pigeon hole in the Councillors Lounge for collection on your return.*

## Further details required

Are you contactable during this period if required?  Yes  No

If so, would you prefer phone or email?  Phone  Email

### Meetings:

It is your responsibility to advise your Deputy and Chairperson if you are unable to attend any Council, Standing Committee, Advisory Committee, Panel and/or Advisory Group.

Additional Comments:

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\_\_\_\_\_  
Council Member Signature

\_\_\_\_\_  
Date