

G.9 Extended Leave of Absence Policy for Permit Holders

The Leave of Absence policy allows a permit holder to take extended leave from the show while preserving his or her valid permit status, seniority, and space assignment. A Leave of Absence suspends attendance requirements necessary to maintain show membership and assigned spaces for the duration of the Leave of Absence. A Permit holder on Leave of Absence retains his or her assigned space, but may not show from the assigned space until the Leave of Absence has ended. The following criteria and procedures apply to Leaves of Absence: 1/13

1. Forms: Leave of Absence request forms must be filed with the Show Office.
2. Eligibility: In order to be eligible to retain his or her assigned space during a Leave of Absence, a permit holder must have attended at least 5 of the last 12 shows prior to submitting the Leave of Absence request form and otherwise be a member in good standing of the show. A permit holder not meeting this attendance requirement may appeal to the advisory committee to keep the assigned space. The decision of the advisory committee on appeal is final. There must be a minimum period of 12 months from when a previous leave of absence expires to when a new Leave of Absence can begin.
3. Commencement Date: A permit holder may request a Leave of Absence at any time, but the commencement date cannot be retroactive. A Leave of Absence may commence on a specified date or on the next show date following the submission of the Leave of Absence request form.
4. Length of Term: A Leave of Absence must be requested for a specific length of time. The term of a Leave of Absence shall be no less than three months and not more than one year.
5. Extensions: Once a Leave of Absence is commenced, the Leave of Absence may be extended by submitting a Leave of Absence form to the Show Office prior to the expiration of the Leave of Absence. All extensions must be for a specific length of time of not less than three months and not more than one year. No continual Leave of Absence, including extensions, may exceed 24 months.
6. Permit Fees: Valid permit status must be maintained. Fees must be paid in full by the permit expiration date.
7. Space Reassignment:
 - A. First Come- First Served. From the start of a leave of absence and until the space is reassigned at a regularly scheduled space assignment meeting, the permit holder's assigned space shall be available for use by other show members on a first-come basis.
 - B. Reassignment. An assigned space may be temporarily reassigned during any assignment meeting. If an assigned space is reassigned during a leave of absence, the reassignment shall be made on the condition and with the understanding that the reassignment is temporary and that the assigned space will revert back to the permit holder when the leave of absence ends. If the temporary assignment is abandoned prior to the expiration of the Leave of Absence, the assigned space will again be available for use by other show members on a first-come basis until another temporary assignment occurs or the Leave of Absence expires. If the leave of absence is extended the space will again be temporarily reassigned at the next space assignment meeting. The procedure for temporary space assignments remains the same as for regular space assignments.
8. Early Termination: The permit holder may terminate Leave of Absence prior to the expiration of the term of the Leave of Absence upon thirty (30) days written notice to the Arts and Crafts Show Office. A Leave of Absence may not be terminated less than three months after commencement of the Leave of Absence. Attendance of 40 percent of the remaining weeks in the quarter is also required with early return in order to retain an assigned space.
9. Showing during a Leave of Absence: A permit holder may show in an unassigned area while on Leave of Absence.
10. Permanent Reassignment: If the permit holder ends his or her show membership while on Leave of Absence, the assigned space will become permanently reassigned at the next quarterly space assignment meeting. If the space has been temporarily assigned during the permit holder's Leave of Absence, the temporary assignment will expire upon the permanent reassignment of the space. Any temporary assignee to that space will have no further claim to that space other than by standard criteria of attendance and seniority.
11. Space Assignment Meetings: Permit holders must complete one full quarter of show attendance before they may participate in a quarterly space assignment meeting.