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LEAVE OF ABSENCE APPLICATION 2025 SEASON

Date: _____

Member's Name: _____

Saturday Market Space Number: _____ Yes No

Holiday Market Space Number: _____ Yes No

Please list exact dates:

I request that my leave begin on: _____

I will return on: _____

Leave of Absence End Date: _____

Is this a Medical Request? Yes No

Have you been a member for more than 10 years? Yes No

Craft Booth Members are still required to pay their \$200.00 Reserve Fee, regardless of attendance for the 2025 Season (*Board Motion on January 5, 2022*).

Please see the back of this page for the entire Leave of Absence (LOA) and Sabbatical Policy.

Do Not Write Below. For Office Use Only.

This leave of absence is approved: Yes No

By: _____

The above member has been granted a Leave from Space # _____ at
Saturday Market and Space # _____ at Holiday Market.

The Member may return to Saturday Market Space on this date: _____

The Member may return to the Holiday Market Space in this year (regardless of points): _____

but must have the points to return to Holiday Market in this year: _____

A copy of this form has been given to the Member? Yes No

This has been recorded as an administrative action? Yes No

Leave of Absence (LOA) and Sabbatical Policy

In times of personal or family crisis or illness, a Market Member may petition the Market through the General Manager for a Leave of Absence from a reserve space. This petition assumes that the Market Member needs extended time off from the Saturday Market (Park Blocks) and/or the Holiday Market to adequately deal with their current situation. If the petition is granted the following guidelines assure Market Members that they will be treated fairly and without undo consequences for their needed leave.

In order for these guidelines to apply, the Market Member must be in good standing. Also, all Market policies and standards are to be maintained during their absence. Membership must be current; a \$25.00 payment for a maintenance membership for a non-selling year to maintain points, meets this requirement.

Leave of Absence for Reserved Booth Holders:

In each case, it is required that prior to and after the LOA, a Reserve Member of Booth Holder of Record will meet the minimum attendance requirements as well as points accrual and payment of fees to maintain such status.

- A. If a Market Member needs to miss one season from the Park Blocks but will be able to sell at the Holiday Market that same year, then the Member will retain their Saturday Market Park Blocks reserve space for the next season, and their Booth Holder of Record status for the current year Holiday Market and the following year. On the third year, however, all requirements for maintaining their Booth Holder of Record status must be met.
- B. If the Market Member needs a leave from both the Holiday Market and the Park Blocks for the same year, the next year, the Member still retains their reserve booth at the Park Blocks and their Booth Holder of Record Status for Holiday Market. On the third year they must again fulfill the regular requirements.
- C. If the Market Member needs to be absent from the Holiday Market but has sold at the Park Blocks for the same year, the next year, the Member still retains their Reserve space at the Park Blocks and their Booth Holder of Record status for Holiday Market. On the third year they must again fulfill the regular requirements.
- D. If a Booth Holder of Record at Holiday Market needs a Leave of Absence, but is not a Reserve Member on the Park Blocks, then the Member still retains their Booth Holder of Record status the following year, but on the third year they must again fulfill the regular requirements.

Sabbatical:

A Saturday Market Member of eight years or more may request a sabbatical in order to renew their creative energy. The sabbatical is granted through the General Manager and the same guidelines apply as the Leave of Absence. A sabbatical may be sought once every eight years.

As a precaution, please inform the office when you receive your annual membership renewal form, usually in March, that you are on a leave so that no errors will occur and to prevent your reserved space being inadvertently given to someone else.

Approved by the Board of Directors August 2016.

Please Note: Craft Booth Members are still required to pay their \$200.00 Reserve Fee, regardless of attendance, for the 2025 Season (Board Motion January 5, 2022).