



Leave of Absence Policy

Every member of the Niagara Association of REALTORS® has the right to time off to attend to the emergency, compassionate, or parental needs. Definitions used within this policy are broad interpretations and are deliberately non-stereotypical.

“Dependant” - is defined as any parent, spouse, partner, child, or other individual living as part of a member’s family for which that member is the primary caregiver. This can include any person who relies on a member for personal assistance or care.

“Family” - is defined as any living arrangement or cohabitation within the member’s home with other persons, including children and unmarried and/or same-sex partners. Family also includes grandparents, aunts, uncles, first cousins, nieces, nephews, foster children, foster parents, foster brothers, foster sisters, stepparents, stepchildren, stepbrothers, and stepsisters.

“Emergency Leave” - is defined as any serious situation requiring the immediate attention of a member (e.g. illness of a member or their dependent, automobile accident, disaster involving the member’s property, etc.).

“Compassionate Leave” - is defined as a family bereavement or the serious sudden injury of a family member requiring the immediate presence of the member. This may also include a sudden breakdown of normal caregiver arrangements where no immediate solution is available

“Parental Leave” - is defined as maternity or paternity leave.

The following statements set forth all policy and procedures for granting compassionate and emergency leave to members of the Association:

1. Emergency or compassionate leaves of less than 12 months shall have no impact on a member’s long term service of the Association. Leaves greater than 12 months shall not be counted towards a member’s long term service recognition.
2. Members must not conduct any real estate related business whatsoever while on leave.
3. The status of a member on a leave will appear inactive.
4. All MLS® System access and other privileges of membership shall cease during the duration of a leave.

5. Any listings in the member's name at the time of the leave must be assigned to another member.
6. Monthly fees will not be charged to any member while on an emergency or compassionate leave.
7. Upon returning from emergency, compassionate or parental leave, the pro-rated dues will resume starting the month of their return.
8. OREA and CREA do not offer a Leave of Dues therefore all applicable OREA and CREA Dues will apply throughout the Leave. These dues will be billed quarterly and must be paid within sixty (6) days of the due date, failure of which will result in termination of membership from the Association.
9. The form approved by the Board of Directors entitled "Leave of Absence Request Form" will be completed and submitted for all Leave of Absence requests.



Leave of Absence Request Form

Name

Firm

Compassionate

Emergency

Date of Leave:

From

To

Applicant's Declaration

I have read and understand the Leave of Absence Policy. I agree that I will not be engaged in real estate activities in any manner whatsoever during the period of this Leave of Absence and that I will adhere to all the By-Laws, Policies and Procedures and MLS® Rules of the Niagara Association of REALTORS®.

Date

Signature

Broker's Declaration

As Broker of Record, I confirm the above named member will not be engaged in real estate activities in any manner whatsoever during the period of this Leave of Absence.

Date

Signature Broker of Record

FOR OFFICE USE ONLY

Received by office:

Date

CEO Approval

This Leave of Absence request shall not become effective until approved and signed on behalf of the Niagara Association of REALTORS®.