



MEMBERSHIP LEAVE

POLICY

A Class A – Active member who is unable to earn a living as a sign language interpreter for one of the reasons listed in the policy below may apply for membership leave. Leave periods must be for a minimum of six months.

Class A – Active members on leave pay a reduced fee (25% of Active membership fees) during the leave period.

A NOTE ABOUT THIS POLICY

This policy

- is based on Motion ML98G-17 & Motion NF18G-09
- only applies to the CASLI portion of the CASLI member's dues.

For your Affiliate Chapter's policy on membership leave, please contact the Affiliate Chapter.

PRINCIPLES OF POLICY

Members on leave are still considered Active CASLI members therefore will

- retain their placement within the Canadian Evaluation System (CES) process
- be required to follow the CASLI CoEGPC
- be subjected to the Professional Conduct Review Process (PCRP)
- retain all other rights and privileges of Class A membership with the exception of
 - being listed in the CASLI Directory of Members
 - having a letter sent to an employer confirming Active Membership status

In order to be eligible to apply for membership leave, the individual must be

- an Active member (Class A) in good standing at the time of the request
- unable to earn a living as a sign language interpreter during the leave period due to one of the reasons listed in this policy

ELIGIBLE REASONS MEMBERSHIP LEAVE

Leave requests must fall within one of the following categories

- **Medical**
 - An Active member requesting leave based on illness/injury must provide a physician's note with their request. The member must be unable to work due to their own illness/injury or that of a spouse, partner or family member.
- **Furthering Education**
 - An Active member who returns to post-secondary education must provide supporting documentation (e.g. registration letter of acceptance). If the member discontinues their studies during the school year, Active membership fees (less any reduced fees already paid) must be paid by the member within 60 days if they intend to start earning an income as an interpreter.
- **Bereavement**
 - An Active member who experiences the loss of a spouse, partner or family member may request bereavement leave without supporting documentation.
- **Parental Leave**
 - The Active member will be granted maternity leave or may take a leave to fulfill childcare obligations without supporting documentation.
- **Compassionate Leave**
 - An Active member who experiences other life events, not listed above, that may require the member to place their membership on hold temporarily. No documentation will be required for the compassionate leave category.

PROCEDURE

To apply for membership leave, the Active member must

- submit an [application form](#)
- outlining a reason for the leave request that is in line with the categories listed above
- listing the start and expected end date of the leave
- attaching any required supporting documentation.

Upon receiving a complete request, the CASLI office will

- complete a Membership Leave Request Form (APPENDIX II - f) to calculate dues owing¹

To finalize the membership leave request, the Active CASLI member must

- sign a Membership Leave Agreement Form (APPENDIX II - g)
- returned the signed Membership Leave Agreement Form to the CASLI office
- pay the fees owing (as listed on the Membership Leave Request Form)

For the duration of the leave period, the individual will be identified as a Member on Leave

¹ Calculated in one-month increments.

RETROACTIVE LEAVE REQUESTS

Active members have up to 60 days after the leave period ends to submit a retro-active leave request. No application will be considered after 60 days upon return to work as an interpreter.

Due calculation on a retro-active leave request will be calculated based on the beginning of the first full month the interpreter stopped working rather than the date of the application.

After a member's payment is received (or refund), a Membership Leave Request Form (APPENDIX II - f) will be sent to the Affiliate Chapter's Membership Coordinator/Director and President (the Affiliate Chapter boards) by email for their records and cc'd the member. Please see two forms through email Appendix II - F and G.