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| PORT OF OLYMPIAHarbor Patrol |  |
| training / meeting attendance | Policy 4.0 |
| PURPOSE:To identify POHP expectations for Members’ attendance at POHP meetings and/or training. | Adopted: 03/01/2018Revised:  |

#### policy

1. Regular POHP Member meetings (*10* *monthly meetings*) are the primary method for the delivery of essential training material and exchange of important POHP organizational information. Therefore, it is important for all POHP Members to attend these meetings on a regular basis.

POHP recognizes that it is likely impractical for all Members to attend every meeting during the course of any calendar year. The following information is intended to outline the normal attendance expectations for POHP Members.

1. The POHP ***Peak Season*** includes the five calendar months of ***May*** through ***September***.
2. POHP establishes the following criteria for assessing Member attendance at regular monthly meetings and training:
3. Members are expected to attend:
4. A minimum of 60% of all regular monthly meetings; i.e., six meetings.
5. A minimum of 60% of all regular POHP ***Peak Season*** monthly meetings; i.e., three of the minimum six meetings must be during the POHP ***Peak Season***.
6. Delinquent members – those failing to attend 60% of all regular monthly meetings and/or 60% of ***Peak Season*** meetings in a given calendar year – will be asked to meet with Command Staff and explain their attendance record; additionally, delinquent Members will be asked to commit to correcting their attendance record.
7. Members seeking advancement to any Officer status must demonstrate and maintain:
8. A minimum of 70% of all regular monthly meetings; i.e., seven meetings.
9. A minimum of 80% of all regular POHP ***Peak Season*** monthly meetings; i.e., four of the minimum seven regular monthly meetings must be during the POHP ***Peak Season***.
10. Excused Meeting Attendance
11. Members expecting to miss a regular meeting are asked to contact a Commander in advance of said meeting to inform them of their expected absence.
12. Excused Attendance does not relieve Members from expected attendance minimums outlined above.
13. Members with three or more unexcused absences from regular meetings will be asked to meet with Command Staff and explain their attendance record; additionally, such delinquent Members will be asked to commit to correcting their attendance record.
14. Leave of Absence
15. From time to time, Members may encounter the need to be away from regular POHP duty assignments and/or regular meetings and training.
16. Examples include:
17. Extended travel or absence from the Olympia area
18. Medical imperatives
19. Temporary employment imperatives
20. Family imperatives
21. Leave of Absence should typically be approved by the Command Staff in advance of the beginning of such leave.
22. Leave of Absence should typically not extend beyond six calendar months.
23. Members may return from any approved Leave of Absence prior to their planned term of leave.
24. POHP Command should be notified as early as practical of a planned early return.
25. Leave for greater than six calendar months – not to exceed one calendar year – shall be treated as a "separation," with the opportunity to return to membership pending the completion of requisite retraining.
26. Members needing Leave for greater than one calendar year will be regarded as "separated" from the organization, with the opportunity to return provided the Member is in good standing and prepared to undergo any necessary retraining.
27. One month prior to the expected end of any Leave of Absence, the Member should contact a Commander to notify POHP of their intended action upon the expiration of the Leave of Absence.