

<b>ADMINISTRATION PROCEDURE</b>	
<b>ADMIN49.20</b>	<b>ON LEAVE MEMBERSHIP</b>

1. On Leave Membership applies to members who are taking unpaid leave, for example, maternity leave, parental leave, carer's leave, study leave or stress/sick leave from their employment for a period between six and 12 months or who have been made redundant or stood down. Members who have been made redundant or stood down will be able to retain their membership for a period of up to six months or until they are reemployed, whichever is the sooner.
2. During the period of On Leave Membership the member's membership fee is placed in abeyance.
3. During the period of On Leave Membership the member's rights, privileges and benefits are not affected in any way. The member continues to receive all information disseminated by the Law Society, and can stand and vote in elections (if the member is an Ordinary Member).
4. An On Leave member is entitled to a 50% discount on CPD seminars offered by the Law Society from the date the member commences leave until the member has earned the number of CPD points required by the Legal Practice Board (Board). Practitioners on parental leave for any period of the CPD year, 1 April to 31 March, should apply to the Board for a pro rata variation to their annual CPD requirements.
5. The period of On Leave Membership will be calculated from the commencement date specified by the member in their application.
6. The member is required to notify the Law Society in writing of their personal circumstances and the reason why they are applying for On Leave Membership.
7. The member's application for On Leave Membership is to be supported by a letter from the member's employer confirming that the member is taking leave or in the case of a member who has been made redundant proof such as a letter from their former employer or if they have been stood down a letter from their employer.
8. Prior to the expiration of the member's period of leave and or at least four weeks prior to return to work, the member is required to inform the Law Society in writing of the date of their return to work or if they have been re-employed. Their On Leave Membership ceases on the date specified by the member as their return to work date or at the conclusion of the approved On Leave membership period, whichever is the earliest.
9. The member is entitled to pay the Law Society membership fee for the remaining period of the relevant year on a pro-rata basis when they return to work.
10. If the Law Society is not informed that the member is returning to their employment or been re-employed, their On Leave Membership will cease at the expiration of the member's approved period of leave.

11. Members are able to apply for On Leave Membership more than once (for example, when taking separate periods of maternity leave or being made redundant or stood down).
12. To apply for On Leave Membership members will be required to complete an application form, and on that form notify the Law Society of all personal contact details at which they can be contacted during their period of leave.