



POLICY DOCUMENT

By way of affiliation, Knox Gymnastics is required to accept, comply and adhere with the policies of Gymnastics Australia and Gymnastics Victoria

EXTENDED LEAVE POLICY

Approval Date	Next Review	Author/Modifier
22/11/2023	December 2024	Jo Salter - Accounts Manager

Policy Purpose and Scope

To outline a fee relief policy to club members;

1. if a student's absence is greater than 2 weeks due to injury or illness
2. If a student wishes to take extended leave greater than 2 weeks. Extended leave is classified as any time away from your usual gymnastics class.

Available to all Members of Knox Gymnastics Club Inc. (excluding adult gymnastics and casual play program)

Terms and Conditions;

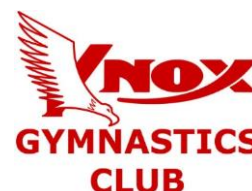
Injury / Illness – For all members enrolled in Kindergym, Recreation, GymStar, MAG and WAG Programs

1. A medical certificate must be supplied to support the absences within 3 days of first missed class.
2. The weekly class fee will be reduced to 30% to hold place in class.
3. Absences will be marked as excused for medical leave and make up tokens will not be applied to account due to fee relief.
4. If absences extend past medical certificate, a new certificate must be provided for the relief to continue and must be provided within 3 days past the expiry date of current medical certificate.
5. A maximum of 4 weeks will be allowed for medically excused absences.
6. If absence is less than 2 weeks, no fee relief is applicable as we offer make up classes for advised absences as per our make-up class policy.
7. If an injury occurs within the gymnastics program (ie. During class or competition), immediate fee relief will be applied and coordinated with the accounts team.

4 Mossfield Avenue, FERNTREE GULLY, VIC, 3156 | 291 George Street, WANTIRNA SOUTH, VIC, 3152 |
P (03) 9758 1089 | **Emergency** (03) 9753 6835

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ABN: 64043843155 | Incorporated Registration: **A0002292K**





Extended leave – For Kindergym, Recreation and GymStar Level 3 Members only

1. Applicable to gymnasts that are enrolled in Kindergym, Recreation Beginner & Intermediate, and GymStar Level 3 classes only.
2. Application is to be received by the office in writing 2 weeks prior to the beginning of the extended leave.
3. The weekly class fee will be reduced to 30% to hold place in class.
4. Absences will be marked as excused for extended leave and make up tokens will not be applied to account due to fee relief.
5. A maximum of 4 weeks will be allowed for extended leave absences and can only be applied once per calendar year.
6. Extended leave is unable to be backdated.
7. If absence is less than 2 weeks, no fee relief is applicable as we offer make up classes for advised absences as per our class make-up policy.
8. This extended leave cannot be used in conjunction with the GymStar Level 4 and above, MAG and WAG leave request.

Extended leave – For GymStar Level 4 and above, MAG and WAG Members only

1. Applicable to gymnasts that are enrolled in GymStar Level 4 and above, MAG and WAG classes only.
2. Application is to be received by the office in writing 2 weeks prior to the beginning of the extended leave.
3. A credit will be applied to your account for that period. The class enrolment will be put on hold for the approved leave period.
4. Absences will be marked as excused for extended leave and make up tokens will not be applied to account due to fee relief.
5. A maximum of 2 weeks leave with 1-week minimum blocks will be available throughout the calendar year.
6. Extended leave is unable to be backdated.
7. This extended leave cannot be used in conjunction with the Kindergym, Recreation and GymStar Level 3 leave request.

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