



Document No.	POL15
Document Name	KGC Medical Leave of Absence Policy
Version	1.0
Document Owner	KGC Management Committee
Date Approved	23 September 2026

Purpose

Kingaroy Golf Club (KGC) Membership Fees are paid annually at the commencement of the calendar year. A KGC member may also elect to pay their green fees upfront for the year. The intent of this policy is to allow members to apply for a commensurate extension to the expiry date of their membership and upfront green fees to allow for unforeseen illness or injury that impacts on their capacity to utilise the fees they have paid in advance.

This policy **does not** apply to instances where members choose to go travelling during the time in which they have prepaid fees.

Guidelines

1. The member is to apply for leave of absence within a reasonable timeframe. If the absence is for planned medical treatment, they need to apply as soon as they know when the procedure will occur. If the absence is for an injury or illness, they need to apply within one month of the injury or illness occurring.
2. The application should be made in writing either by post or email to the KGC email address.
3. The application will be considered at the next Management Committee meeting, and the applicant will be notified in writing of the outcome of their request.
4. If approved, the Leave of Absence will be granted in the form of an extension to the expiry date of their upfront payment. Refund of fees paid will not be an option.

Version information

Version	Details/Changes	Approved by	Date
1.0	New policy	KGC Management Committee	23 September 2026