

## Valleywise Health Administrative Policy & Procedure

Effective Date: 09/19

Reviewed Dates: 08/21

Revision Dates: 00/00

Policy #: 89103 F

Policy Title: Valleywise Community Health Centers Governing Council  
Excused Absences

Scope:  District Governance (G)  
 System-Wide (S)  
 Division (D)  
 Multi-Division (MD)  
 Department (T)  
 Multi-Department (MT)  
 FQHC (F)

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### Purpose:

The Valleywise Community Health Centers Governing Council (VCHCGC) Bylaws require Council members to attend three-fourths (3/4) of Council and Committee meetings in a rolling 12-month period. The VCHCGC Executive Committee reviews attendance of members to ensure members remain in good standing through meeting attendance.

### Procedure:

1. Members who are unable to attend a Council or Committee meeting must notify the Assistant Clerk or Chief Governance Officer in writing that they will be unable to attend and the reason.
2. Members who wish to have an absence excused due to extenuating circumstances should submit their request in writing to the Assistant Clerk or the Chief Governance Officer for the Executive Committee's consideration.
3. The VCHCGC Executive Committee reviews all requests and determines if extenuating circumstances warrant the excusal of a member's absence from a Council or Committee meeting.

4. Extenuating circumstances are defined as an unpreventable or unforeseen circumstance including:

- Involvement in an accident
- Victim of crime
- An acute illness
- Life-threatening illness of a close family member or partner
- Bereavement of a close family member or partner
- Acute or on-going serious personal/emotional circumstances
- Domestic upheaval at the time of the assessment (e.g. fire, burglary, eviction)

The following are examples of what may not normally be considered grounds for extenuating circumstances and any applications citing any of the following are unlikely to be considered by the VCHCGC Executive Committee:

- Minor illnesses such as a common cold
- Relationship difficulties
- Financial difficulties
- Commuting issues
- Failure to plan
- Sporting commitments
- Weddings/social events
- Vacation
- Election/campaigning commitments
- Paid employment or voluntary work
- Extenuating circumstances that are continuous and last longer than 3 months

Please note: the above examples are not definitive and are intended only as a guide. In all cases, the VCHCGC Executive Committee has ultimate authority to use its discretion, considering the full circumstances of a case.

5. Members who do not meet their responsibilities by attending meetings, shall be considered not to be in good standing and will be reviewed for removal from the VCHCGC.

**Valleywise Health Policy & Procedure - Approval Sheet**  
(Before submitting, fill out COMPLETELY.)

**POLICY RESPONSIBLE PARTY:** Valleywise Community Health Centers  
Governing Council

**DEVELOPMENT TEAM(S):** Barbara Harding, Senior Vice President  
Ambulatory Services and Chief Executive Officer of the Federally Qualified  
Health Center Clinics

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**e-Signers:** Melanie Talbot, Chief Governance Officer and Board Clerk

**Place an X on the right side of applicable description:**

**New** -

**Retire** -

**Reviewed** - X

**Revised with Minor Changes** -

**Revised with Major Changes** -

**Please list revisions made below:** (Other than grammatical changes or name  
and date changes)

**Reviewed and Approved by in Addition to Responsible Party and E-  
Signer(s):**

**Committee:** 00/00

**Committee:** 00/00

**Committee:** 00/00

**Reviewed for HR:** 00/00

**Reviewed for EPIC:** 00/00

**Other:** 00/00

**Other:** 00/00

**Other:** 00/00