



## INDEPENDENT STYLIST LEAVE OF ABSENCE FORM

I, the undersigned Independent Stylist of Ruby Ribbon, Inc., hereby request a leave of absence from my business with Ruby Ribbon pursuant to Section 8.6 of the Ruby Ribbon Policies & Procedures. If approved, I acknowledge that I must notify my Sponsor and team members of my Leave of Absence.

**Maternity, Medical, or Military Leave of Absence:** Independent Stylists with a recognized title of Associate Director or above may be exempt from their Personal Qualifying Volume (PQV) requirement needed for their Leadership title set forth in the Policies & Procedures and granted a Leave of Absence under the following circumstances: maternity, medical and military/national guard duty.

Ruby Ribbon provides up to a two (2) month exemption from the PQV requirement following the birth or adoption of a child; up to a two (2) month maximum exemption period for medical leave for the Stylist or to care for an immediate family member including a spouse, parent or child (granted at the discretion of a physicians' recommendation); and a two (2) month exemption for military deployment or military relocation. Please keep in mind; you will not lose your team unless you've not qualified as active for three (3) months, thereafter, your Stylist account will be closed.

**Please note that the Leave of Absence policies will:**

1. Only apply to a Stylist who holds a recognized title of Associate Director or above.
2. Allows you to be paid at the level in which your team performs during this time, up to your current Recognized Title. You are exempt from achieving your \$1,500 PQV requirement to be paid as Associate Director or above.
3. Maintain your team during this time, unless you have not qualified as active for three (3) months.

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Name of Stylist

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Stylist ID

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Dates Requested (Start - End)

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Type of Leave (maternity/military/medical)

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Signature

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Date Signed

This form must be completed and submitted **prior** to the period in which the leave of absence is being requested. Ruby Ribbon reserves the right to request copies of applicable documentation related to any leave request and withhold approval pending receipt and review of such documentation. No leave request shall be effective without written approval from Ruby Ribbon. Ruby Ribbon reserves the right to grant or deny a leave request in its sole discretion.

After signing and completing this Leave of Absence form please forward it to Ruby Ribbon Customer Support in the RUBY > Help Center App.

**FOR RUBY RIBBON:**

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Approved By

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Printed Name & Title

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Date