

## **MARP Vacation policy**

*Revised 7-21-2020*

- Once license is reinstated and contract is written MARP members are eligible to have screens deferred when traveling.
- Before license reinstatement, screens can be called when out of town and it is the member's responsibility to be prepared. Any exceptions will require IPC approval.
- In order to have screens deferred while out of town on a planned vacation, the dates of the trip must be faxed to Chris (662-328-1423) a minimum of 7 days before departure. (NOT 5 DAYS, NOT 6 DAYS... AND DEFINATELY NOT THE DAY BEFORE YOU LEAVE). Failure to do so may result in a call for a random screen while away and you will be required to get the screen within 24 hours even if out of town.
- Planned Trips lasting more than 15 days must be approved by the IPC at a regular scheduled meeting before you leave. These trips will be approved by the IPC, but proof of the trip will be required upon your return. Notify Jerry by email at [marprdd@aol.com](mailto:marprdd@aol.com) before the meeting that you wish to be seen by the IPC to have your request heard.
- A maximum of 2 extended trips (15 days or more) will be allowed to be excused per calendar year – and each of these must still be approved by the IPC in advance of travel to have screens deferred.
- A maximum of 6 trips will be allowed to be excused per calendar year – and each of these must still be approved by the IPC either before or after the missed meeting for the absence to be deemed excused.
- Upon return from any excused trip, expect your screens to be increased to at least 2 per month for that month only, then back to your regular monthly schedule.
- Any travel request should always include destination and contact information if travel is within the country.
- **EACH** travel request MUST have a separate written request by email or US Postal Service Mail or by Fax.
- The correct correspondence info:
  - Fax to 662-328-1423
  - Email to [Chrisaustin2009@gmail.com](mailto:Chrisaustin2009@gmail.com) or [marprdd@aol.com](mailto:marprdd@aol.com)
  - Send written letter to: MARP  
77 Deer Run  
Columbus, MS 39705