

## EXCHANGE LEAVE

1. An Exchange Leave is required for a Member's participation in an exchange program with another institution. In such instances, the Member is replaced by a professional librarian or archivist from the other institution. While on an Exchange Leave, a Member's distribution of Responsibilities remains the same as if the Member were not on Leave, unless arrangements have been made under the Article *Alternative Workload*.
2. Members at the Assistant Rank or above

