



Driving Under the Influence Program

Title 9 California Code of Regulations §9876.5

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Required Supporting Documentation

Documentation supporting this request:

☐ Physician Statement	☐ Hospital Documentation
☐ Employer Verification	☐ Military Orders
☐ Court Documentation	☐ Incarceration Verification
☐ Travel Documentation	☐ Other

Documentation

☐ Received and Reviewed
☐ Pending (Emergency Exception) Expected Date: _____

Participant - please read and initial

- ☐ I understand Leave of Absence approval is **not automatic** and requires program approval.
- ☐ I understand supporting documentation is required for all Leave of Absence requests unless an emergency prevents immediate submission.
- ☐ I understand time while on Leave of Absence does **not** count toward completion of my DUI Program.
- ☐ I understand that failure to return by my approved return date may result in program dismissal.
- ☐ I understand that if additional leave is needed, I must submit another request before my Leave of Absence expires.
- ☐ I understand that vacation Leave of Absence requests require current attendance and fee status.

Participant Signature _____ Date _____

DUIP Staff Signature _____ Date _____

SPECIAL OR EMERGENCY INSTRUCTIONS: In certain extreme situations (e.g. incarceration or medical emergency) management may initiate a retroactive LOA when notification and/or documentation is received. If you did not submit documentation with your LOA request, mail or fax it to this program within 7 days of your LOA start date. Fax: (858) 467-6822. Mailing address: 9245 Sky Park Court, Suite 101 San Diego, CA 92123. **CONTACT US** at (858) 467-6810

LOA FOR VACATIONS: requires that all activities and fees are current (this is Title 9, California Code of Regulations requirement.)

APPROVAL: LOA requests are not automatically granted and require approval. Contact the administrative office to confirm that your LOA has been approved. A fee of \$55.00 will be added to your account. Documentation is required upon LOA request. In case of an emergency (e.g. unanticipated departure date, hospitalization, etc.), the LOA request and documentation may be submitted, via facsimile or postal service, within seven days from the LOA start date.

RETURN: To resume services, contact the administrative office in person within five days of the LOA end date. Failure to reschedule in a timely manner may result in violation of the 21-day rule and termination from the DUI Program. You may return from the LOA before your end date.

ADDITIONAL COMMENTS: Time in Program does not accrue while on LOA, hence the completion date is extended and could affect your restricted driving privileges. Self-help meeting attendance while on LOA does not count toward the self-help requirement. Absences do not accrue during an LOA.

Agency Use Only

Approved _____ Date _____