



SAN DIEGO STATE UNIVERSITY

Center for Alcohol & Drug Studies & Services

Driving Under the Influence Program

REQUEST FOR LEAVE OF ABSENCE (LOA)

Participant _____ Group # _____ Client ID # _____

Dates Requested – From: _____ to: _____

LOA is needed for: **(DOCUMENTATION IS REQUIRED IN ALL CASES)**

Other reason _____

Participant - please read and initial

- 1.- _____ If the LOA is for **VACATION**, my payment & attendance must be current. I know that approval is not automatic and it is my responsibility to confirm that the LOA has been approved.
- 2.- _____ I understand that I must come in to reschedule within 5 days of the end date of this LOA, or I may be dismissed for violation of the 21 day rule.
- 3.- _____ If documentation is not attached (**emergency only**), I will provide it within 7 days. LOA will not be approved until documentation is received.

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 a 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 _____