

CENTRAL DISTRICT **SDSU** DUI PROGRAM  
**REQUEST FOR LEAVE OF ABSENCE**

Participant \_\_\_\_\_ Group # \_\_\_\_\_ Client ID # \_\_\_\_\_

Dates Requested \_\_\_\_\_ to \_\_\_\_\_ (MUST HAVE START AND END DATE)

LOA is needed for: (circle one) vacation, work, military duty, medical, incarceration, family emergency

Other reason \_\_\_\_\_ (SUBMIT DOCUMENTATION FOR ALL REASONS)

★ ★ ★ 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.- \_\_\_\_\_ If documentation is not attached (**emergency only**), I will provide it within 7 days.  
LOA will not be approved until documentation is received.
- 3.- \_\_\_\_\_ 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.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

DUIP Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDITIONAL COMMENTS:**

Please be advised that the DMV does not provide extensions for completion of program or restricted licenses due to time on a Leave of Absence.

☐ Approved \_\_\_\_\_ Date \_\_\_\_\_

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★ ★ ★ Give this portion to participant Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (See RETURN, info below )

**TO CONTACT THE LOA CLERK:** Phone: (858) 467-6810 - Fax: (858) 467-6822

Mailing address: 9245 Sky Park Court, Suite 101 San Diego, CA 92123

**SPECIAL OR EMERGENCY INSTRUCTIONS:** If you did not submit documentation with your LOA form, mail or fax it to this program within 7 days of your LOA start date.

**VACATION:** If the reason for LOA is vacation, your **account must be current and all absences must be made up**, or the request will not be approved. (this is a Title 9, California Code of Regulations, requirement.)

**APPROVAL:** you will not be contacted regarding approval or disapproval of your LOA request. It is your responsibility to contact the LOA clerk to verify that your LOA has been approved. A LOA fee of \$55.00 will be added to your account upon approval. LOA will not be approved until documentation is received.

**RETURN:** When your LOA is over, **DO NOT simply show up** for group or education. You must be rescheduled. Please come in and see a Scheduling Clerk as soon as possible, **but not later than 5 days after end date** of the LOA. 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.