



Moorpark Office
 Gordon N. Chan Community Services Center
 2400 Moorpark Ave. Suite #300
 San Jose. CA 95128

LEAVE OF ABSENCE FORM

Name _____ Acct. # _____

Phone(Home) _____ Phone(cell/Work) _____

I understand that this form must be accompanied by at least one supporting document - copy of plane ticket or hotel reservation, dated receipts from a trip, employment training approval, death certificate, medical excuse note, court order, etc.

I understand that if I do not provide supporting documentation with this form within one week of my return I will be marked absent for the day(s) that I missed, possibly causing me to be dropped from the program.

I also understand that if I fail to return on the date specified on this form, I will risk being terminated from the program.

I am requesting a leave of absence (LOA) for (please explain the reason):

MilitaryDuty: _____

Employment: _____

Medical: _____

Incarcerated: _____

Vacation: _____

Personal Hardship: _____

My LOA will start on _____ and end on _____

On the day my LOA ends or no later than the next business day, I will notify the DUI office to be scheduled back to an available class.

Approved Disapproved _____

Participant's Signature: _____ **Date** _____

Authorized Staff's Signature: _____ **Date** _____