

# Leave Of Absence Request



**RATIONALE:** Leaves of Absence (LOA) are considered for several reasons: to assist in a client's transition from SCHC to home, work or continuing care program; to visit with family, friends or sponsors; or to practice utilizing recovery tools in "real life" situations; attend to atypical situations (family illness, legal matter, etc.).

1. While LOAs can be a part of the SCHC experience, **they are not a right** and you should guard against assuming that the clinical staff will automatically approve your request. Of primary importance is that LOAs be structured in such a way as to minimize the risk of relapse or exposure to high-risk situations. To this end, the SCHC staff may deny a specific request or suggest an alternative agenda to that submitted.
2. You must be at SCHC a minimum of **four** weeks to be eligible for an LOA.
3. **Each** request is considered on its own merits, and clients are cautioned against assuming that all requests will be honored. **Typically, LOAs are only granted once during your stay at Sunshine Coast Health Centre.**
4. LOA requests should be submitted as soon as possible as they are reviewed by the Clinical Team at their Wednesday morning meeting. You, your family or friends are cautioned against making firm plans or transportation arrangements before your LOA agenda has been reviewed and approved. The SCHC staff will **not** assume responsibility for any inconvenience or financial loss that may result from a client's planning an LOA before it is approved by staff. **Transportation during your LOA is your responsibility, not Sunshine Coast Health Centre's.**
5. You will be asked to sign an Authorization to Communicate with all persons who, in the judgment of staff, may play a role in the LOA.

**Name:** \_\_\_\_\_

I request a Leave of Absence from (date/time): from \_\_\_\_\_ to \_\_\_\_\_

for the specific purpose of \_\_\_\_\_

I will be staying at (Address and Phone #): \_\_\_\_\_

**Client Signature:** \_\_\_\_\_