



Committed to Public Safety Since 1978

LEAVE OF ABSENCE (LOA) FAQs

When do I return from my LOA?

The return date is noted on the Leave of Absence Request form. We will send a courtesy reminder but you are responsible to contact OHS on or before the end date of your LOA.

What if I can't be back from the LOA on the return date?

You can extend an LOA with additional supporting documentation. You must request to extend before your return date by contacting the office you are enrolled in, LOA line, or send an e-mail to OHS. You must provide documentation with your request. The extension must be for the same reason as the original LOA.

What if I fail to contact OHS before the LOA end date to request an extension?

You will need to provide documentation and request and pay the fee for a new LOA.

What if I still need an LOA but the reason for the LOA has changed?

You will need to provide documentation, along with a new LOA request and pay the fee for a new LOA. State regulations only allow LOA's for the following reasons: Military Duty, Work out of Town, Illness of self or family, Incarceration, Treatment, or Personal Hardship. LOAs for vacation will only be granted if you are current with make ups and fees.

Will I be taken out of my currently scheduled activities?

If your LOA is two (2) weeks or less, you will return to your same schedule. If the LOA is longer than two (2) weeks, you will receive a new schedule upon return.

Can I return early from a LOA?

Yes, you can come into OHS or contact the office you are enrolled in, LOA line, or e-mail OHS. We will return you from LOA and return you to scheduled activities.

Should I continue to attend my self-help meetings?

If you are behind on this requirement you can get caught up on self-help meetings while you are on a leave of absence.

What about my financial obligation to OHS?

You should pay the LOA fee and any past due balance immediately. If you are unable to pay, you must contact the OHS Accounting Department to make arrangements. You can continue to make payments while you are on LOA.

What if my contact information changes?

It is your responsibility to keep OHS updated on any changes in your address, phone numbers and email.

Is the Court or the DMV notified of my LOA?

No, neither agency is contacted unless you fail to return by your LOA end date.

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