

Troup County DUI/Drug Court Leave Request

Before you are granted a leave of absence from your duties to the Troup County DUI/Drug Court, you must fill out this form and submit it to your Case Manager. You must also be in compliance with the following items when submitting your request:

- You must have completed at least 90 days in the program.
- Submit request at least 2 weeks prior to your intended travel date(s).
- Program fee balance – treatment & probation combined – should not exceed \$150.

☐ Overnight Leave

☐ Curfew Extension

Participant Name: _____ Date: _____

Travel date(s): _____ through _____

Return time (for curfew extension requests only): _____

Destination: _____

Purpose of travel/curfew ext. request: _____

Participant Phone Number: _____

Participant Signature: _____

FOR TEAM MEMBER PURPOSES ONLY

APPROVED

DENIED

Special conditions/Reason for denial: _____

Team Member Signature: _____ Date: _____