

# Notice of Upcoming Leave of Absence from Van # \_\_\_\_\_

Date Leave will begin: \_\_\_\_\_

Name of Passenger: \_\_\_\_\_

Expected Date to resume riding: \_\_\_\_\_

Comments: \_\_\_\_\_

## ACHD Commuteride Leave of Absence Policy:

In the event a passenger wishes to temporarily terminate ridership in a Vanpool group due to a medical or family emergency beyond his/her control, a leave of absence may be given to the passenger **for a 90-day period**.

A written request for the leave should be submitted by the passenger to the driver explaining the circumstances and an estimate of time they expect to be gone. The driver will then forward the request to the ACHD Commuteride Office for approval of the leave.

The policy is set to allow monthly passengers to guarantee their seat while on medical or family emergency to keep the same anniversary month for 90 days without paying the fare, however, the seat may be sold to another rider on a short term basis until the passenger on leave returns.

**This policy is not designed to accommodate temporary leaves for convenience sake or summer vacations.**

Passenger Initials \_\_\_\_\_

Date: \_\_\_\_\_

Driver Initials \_\_\_\_\_

Date: \_\_\_\_\_

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