

# INTEROFFICE MEMO

**DATE:**

**PHONE:**

**FROM:**

**TO:**

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**SUBJECT:** Unpaid Leave Due to No Proof of License or Registration

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Effective immediately you are to place \_\_\_\_\_ on unpaid leave  
(name)  
because he/she does not have an active license or registration from his/her licensing board.

This is pursuant to DBH policy HR 06-4012, W& I code 5751.2 (a-e) and DMH Information letter 96-02. Upon presentation of proof of licensure or registration to you and approval from the program manager, \_\_\_\_\_ can be returned  
(name)  
to regular duty.

**CC:** DBH Human Resources Officer II  
Deputy Director  
Program Manager