



## **VOID CERTIFICATION**

Badge Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Employee Name : \_\_\_\_\_

I do hereby certify that the above named employee will not require access to SDIA - San Diego International Airport for 30 days or more due to

\_\_\_\_\_ leave of absence based on the following criteria:

a.) The above named employee will receive \_\_\_\_\_ benefits from the company during the time of his/her leave of absence.

b.) The approximate date of return is \_\_\_\_\_.  
I understand that I am required to renew this certification if the employee's leave of absence extends past the above date.

I further certify my knowledge of the SIDA/Sterile badge expiration date of \_\_\_\_\_. I fully understand that it is the responsibility of the Authorizing Agent and the employee to renew the badge no more than 30 days past the expiration date, and that all guidelines for renewal must be followed (i.e. acceptable ***original*** IDs and the ***original*** renewal form). I understand that my failure to do so will result in the badge being placed in a ***badge return status*** and the above named employee will complete the badging process upon his/her return, any applicable fees will apply.

<b>Authorizing Agent Name: (please print name)</b>	
<b>Approval Signature: (Current Senior Authorizing or Authorizing Agent Signature)</b>	
<b>X</b>	<b>Date:</b>

<b>ACO Use Only</b>			
	Void Date: _____		
	ACO Staff ITL: _____	Date: _____	
	<b>RETURN DATE:</b> _____	ACO Staff ITL: _____	
(03/13)			



## **VOID POLICY**

The SIDA/Sterile badge void policy is extended to those tenant, airline, and government employees who are on a **legal approved leave of absence**.

Employees that are on a **legal approved leave of absence**, are those employees that are documented with their company as “active employees” still receiving benefits (i.e. medical, pay, or flight) and are placed on leave of absence due to medical, lay-offs, furloughs, or military assignment.

***All authorizing agents who wish to place their employees on a void status must ensure that their badges are returned to the Access Control Office in order for the privilege to be extended.***

The purpose of placing an employee on a void status is to ensure that the ACO has accountability of the SIDA or Sterile badge during the time that the employee does not require access to the airport.

***The renewal of the badge is still the responsibility of the employee during the time that they are on an approved leave of absence. However, if the Authorizing Agent is able to obtain the required documents and IDs, they will be authorized to renew the employee’s badge. If the badge is not renewed within the 30 day time frame after the badge has expired, the employee will have to repeat the badging process.***

### **VOID PROCEDURES**

To place an employee on a void status with the Access Control Office, the following steps are **required**:

1. Notify the ACO within **24 hours** from when the SIDA or Sterile badge holder no longer requires access to the airport.
2. Return the SIDA or Sterile badge to the ACO within **24 hours** of notification.
3. Sign the void certification form. **The expected date of return is required.** The date on the form cannot extend beyond the badge expiration date plus 30 days. If an employee is still on a leave of absence past the date that was placed on the original certification, the Authorizing Agent must submit a new certification form with the extended date in order for the badge to remain on void. Failure to do so will result in the badge going into a **badge return status**.

L. Clint Welch  
Manager, Aviation Security and Law Enforcement