

Gannett Health Services
Ho Plaza, Ithaca, New York 14853-3101
(607) 255-5155

Request for a Voluntary Leave of Absence for Health Reasons

General Information

Cornell students may apply for a Voluntary Leave of Absence (a separation of the student from the university) for Health Reasons (HLOA). HLOA are coordinated through Gannett Health Services. HLOA are recommended when a student's health condition is judged to significantly impair his or her ability to function successfully or safely as a student.

It is expected that the time a student takes away from the university for the HLOA is used for treatment and recovery. Gannett provides each student with specific expectations for their treatment while they are away on leave. Compliance with the treatment expectations is a primary factor in Gannett's eventual decision of whether to clear a student to return to Cornell.

Although circumstances may vary, most students require a minimum of one full academic year away from Cornell to recover their health sufficiently to be able to obtain the requisite health clearance from Gannett to pursue reenrollment.

In order to both obtain a HLOA and to return from one, a student must obtain a health recommendation from Gannett and an administrative approval from the advising office of the student's school or college, or for graduate students, the dean of the Graduate School.

Various schools, colleges, and graduate fields have different policies regarding leaves of absence, including specific restrictions on or requirements for the amount of time a student is to be away on leave and distinct requirements or criteria for re-enrollment following a leave of absence. Therefore, it is very important that each student who is considering taking a HLOA contact their advising office (NOT their faculty advisor) to find out what specific conditions or restrictions will apply to them in conjunction with a HLOA, if granted.

Additional information about HLOA is available online at: <http://www.gannett.cornell.edu/HLOA.html>

HLOA and Health Insurance:

It is essential that each student review his or her current health insurance coverage. Students should contact the SHIP office (607-255-6363) or their parent's insurance plan (if applicable) for further information as needed. Students who are covered by the Cornell University Student Insurance plan (SHIP) when they convert to *On Leave* status are automatically covered for the remainder of the plan year, and they may be eligible to purchase a one-time, one-year extension of their SHIP insurance if needed. Students who are covered by a parent's employer plan when they convert to *On Leave* status may need to apply for continuation of coverage (COBRA) with the parent's plan. Enrollment in COBRA is time sensitive.

DEADLINES for Returning from a Health Leave of Absence:

- You must notify Gannett Health Services in writing of your wish to return to Cornell by **June 1** for a proposed fall semester return and by **November 1** for a proposed spring semester return.
 - a. This notification is made via a brief email to the Chair of the HLOA Committee at healthleaves@cornell.edu
- You must then submit all required documentation to Gannett Health Services by **July 1** for a proposed fall semester return and **December 1** for a proposed spring semester return.
- **If you miss one of these deadlines, your return from your HLOA will be postponed until a later semester.**

Required Conditions of Return for all HLOA Recommended by Gannett

A health clearance must be obtained from Gannett before a student may pursue reenrollment at Cornell following a HLOA. To obtain this health clearance, every student must meet the following required conditions of return:

1. The student must demonstrate a substantial amelioration of the health condition that precipitated the need for a HLOA, as defined and determined by Gannett clinical staff.
2. The student must demonstrate the ability to function safely, as defined and determined by Gannett clinical staff.
3. The student must be evaluated by Gannett clinical staff, and a written evaluation report is then provided to the Gannett HLOA Committee for a final decision.
4. The student must be cleared by the Gannett HLOA Committee in order to pursue reenrollment.

Request for a Voluntary Leave of Absence for Health Reasons:

I have read the information above and have asked for any needed clarification and explanation. I accept these conditions and deadlines as part of my responsibilities in taking a health leave of absence from Cornell. I agree to abide by these conditions, and I voluntarily request that Gannett issue a recommendation that I be granted a leave of absence for health reasons. I understand that my signing this form does not guarantee that I will receive a HLOA from my school or college.

Signature of Applicant

I prefer any correspondence about this leave to be sent to me at the following address:

Name of Applicant

Student ID#

Date

Cell Phone (or other phone number) where we may call and leave a message for you.

Name of College or School:

Are you registered with the International Students and Scholars Office? ___ Yes ___ No

Are you an NCAA Athlete? ___ Yes ___ No