

Health Leave of Absence RETURN PROCESS CHECKLIST

The Cornell Health HLOA Committee provides this checklist to describe our process, and to make clear the expectations and deadlines for students applying to return to Cornell following a Health Leave of Absence. Review the entire checklist so you understand all the steps before you begin the process. If you have questions, please direct them to the HLOA Coordinator: healthleaves@cornell.edu.

STEP 1: Notify Cornell Health

- Send a brief email to the HLOA Coordinator at healthleaves@cornell.edu. Include:
 - Semester you hope to return
 - Names of treatment providers from whom we can anticipate documentation (see below)
- **DEADLINE ***
 - **June 1** for a proposed fall semester return.
 - **November 1** for a proposed spring semester return.

STEP 2: Notify your college or school

- Contact the appropriate academic advising/dean's office of your college or school to inform them you have begun the HLOA return process with Cornell Health.
- Ask specifically what they require from you in order to return. Begin any academic planning you may need to do.
- **DEADLINE:** We recommend you do this as soon as you notify Cornell Health.

STEP 3: Obtain required documentation from health care providers

- Documentation of ALL treatment is required. *Give each health care provider you have seen during your time away a copy of the relevant form and request that it be completed and sent to the HLOA Coordinator at the address below.*
- **DEADLINE ***
 - **July 1** for a proposed fall semester return
 - **December 1** for a proposed spring semester return.
- **Address**
 - FAX: Attention: HLOA/Health Records, 607.255.0269
 - Mail: Attention: HLOA/Health Records, Cornell Health, Ho Plaza, Ithaca, NY 14853-3101
- **Cornell Health forms** (available at health.cornell.edu)
 - For mental health providers: use the **HLOA Mental Health Care Provider Report**
 - For medical providers: use the **HLOA Medical Care Provider Report**
 - For treatment programs: If you were seen by multiple providers in a treatment program, one **HLOA Mental Health Care Provider Report** may be submitted for all treatment you had in that program.
- **Medical records**
 - If you are on leave for a medical problem (e.g., illness, injury), please also have relevant medical records sent to facilitate your ongoing care when you return.
- **Specialized evaluations:**
 - If your treatment expectations included obtaining a specialized evaluation (e.g., a substance abuse evaluation, a psychiatric evaluation, an ADHD evaluation), please also have a copy of the evaluation report(s) sent.
- **Additional guidelines for specific leaves:**
 - **Substance abuse:** If treatment expectations included obtaining treatment related to substance use, request:
 - HLOA Mental Health Care Provider Reports from all providers.
 - A copy of your comprehensive substance abuse evaluation obtained at a licensed substance abuse treatment facility.
 - Treatment summary that includes specific recommendations for ongoing treatment and sober support for your period of transition back into Cornell. These recommendations should explicitly take into account the high risk for relapse in this environment.
 - **Eating disorders:** If treatment expectations included obtaining treatment for an eating disorder, request:
 - HLOA Mental Health Care Provider Reports from all treatment programs and outpatient therapists.
 - HLOA Mental Healthcare Provider Reports from your outpatient nutritionist.
 - HLOA Medical Care Provider Report from your medical doctor.

*** If you miss either of these deadlines, your return from your HLOA will be postponed until a later semester.
We do not clear students ahead of time in anticipation of completing treatment.**

Health Leave of Absence COMMITTEE PROCESS

All documentation is reviewed by Cornell Health's HLOA Committee, which will make a determination of whether or not to recommend your return to your college or school.

1. Beginning of Committee Process

- Our process begins with your email notification of your desire to return from HLOA.
- Notification must be no later than the deadline.

2. Documentation Review

- We will notify you as we receive documentation materials.
 - Within one work day of receiving a document, we will send you an email message directing you to myCornellHealth to review a secure message confirming the arrival of a document.
 - If you have not received a secure message from us, and would like to confirm the arrival of a document, you may call 607.255.5155 (press 2) during business hours.
- Documentation is reviewed as it is received. Have your treatment reports sent as early as possible to speed up the process of your return.
- If the Committee requires information beyond what is described in the checklist, we will notify you.

3. Process Timeline

Approximate total time is 7 business days after receipt of all required documentation.
Actual time may vary depending on circumstances.

- HLOA Committee will review health care provider and treatment reports and decide whether to recommend your return from HLOA. 3 days
NOTE: Some students may require evaluation by Cornell Health provider(s).
- HLOA Committee will send you an email message directing you to myCornellHealth to review a secure message conveying their decision. 1 day
- HLOA Coordinator will notify your college or school by fax. 3 days