

## Medical Leave of Absence Checklist

Students may use this checklist to ensure they have completed requirements for a leave of absence. This is for our undergraduate students only. Students should stay in touch with the Department of Student Health and Counseling since this is a formal procedure that requires students to be active in managing the leave until it is completed.

### CONSULTATION MEETING

To help a student determine the leave of absence options and to provide resources, a meeting should be arranged with Lisa Bishop, Enrollment Specialist at [lbishop@geneseo.edu](mailto:lbishop@geneseo.edu) or 585-245-5463. Please note that only a student can initiate and complete the leave process. Families and others are welcome to consult.

### CONTACT STUDENT HEALTH AND COUNSELING

To initiate a Medical Leave of Absence (MLOA) the student may email or call the Amy Gonzalez in the Department of Student Health and Counseling at [gonzaleza@geneseo.edu](mailto:gonzaleza@geneseo.edu) or 585-245-6465. Students will need to use their Geneseo email. It is up to the student to check in with specific offices on campus to discuss any implications of a MLOA. Lisa Bishop will help students navigate through that process. Rachel Radovich-Chu, Clinical Case Manager in Student Health and Counseling can assist also.

### SUBMIT A LEAVE REQUEST

Student will request a Medical Leave of Absence by reviewing this checklist and completing the bottom portion. This should be emailed Amy Gonzalez at [gonzaleza@geneseo.edu](mailto:gonzaleza@geneseo.edu). In addition to the checklist, please submit documentation from a provider indicating your need to take a medical leave (this can include an appointment note, letter from a facility or provider, or by completing the [physical](#) or [mental health](#) provider form). If you have been exclusively seeing any of our clinical staff (physical or mental health), you may reach out to them directly (via secure message in your health portal) for documentation as well as to coordinate care and medication management outside of Student Health and Counseling.

### FINALIZING THE LEAVE

After the student completes the process (including submission of any required documents) the student will receive an email that confirms approval of the Medical Leave of Absence (please allow 48 business hours after submission to receive a final approval). Once you have received a response, make sure that you have completed all necessary follow up with specific offices as mentioned above. \* Note: the general [Leave of Absence Application](#) must also be submitted for an approved Medical Leave to be processed.

I, \_\_\_\_\_ (print student name), have read the above information and have asked for any needed clarification of information. I accept these conditions and deadlines as part of my responsibility in taking a medical leave of absence from SUNY Geneseo. I agree to abide by these conditions, and I voluntarily request that Student Health and Counseling issue me a recommendation for a medical leave of absence for the \_\_\_\_\_ semester. My anticipated return is the \_\_\_\_\_ semester (may be revised ).

(Student Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Geneseo ID #) \_\_\_\_\_ (D.O.B.) \_\_\_\_\_

Contact information for correspondence during leave:

Postal address: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

## Medical Leave of Absence Return Process

The following guidelines apply to documentation needed for undergraduate students who are seeking to return following a medical leave of absence for physical or mental health reasons. The medical leave return process is designed to ensure the condition from which the student requested a leave will not impair their academic functioning upon return to campus and that the recommended continuing care is available.

**Send all correspondence related to the return process to:**

Student Health and Counseling  
Attention: Amy Gonzalez  
1 College Circle, Lauderdale Hall  
Geneseo, NY 14454  
gonzaleza@geneseo.edu  
Fax: 585-245-5071

*All correspondence should be received no later than 30 days prior to the start of the semester in which you expect to return (exceptions will be accepted and reviewed).*

### **FOR THE STUDENT**

Contact Amy Gonzalez at Student Health and Counseling to advise of your intention to return. The student should request that their clinician(s) complete the provider form indicating their support for the student to return.

### **FOR THE CLINICIAN**

All correspondence from clinicians must be on the clinician's letterhead. The clinician cannot be a student's family member. The clinician/facility must complete the provider form, [physical health](#) or [mental health](#).

### **DECISION**

The Department of Student Health and Counseling is responsible for making the final decision regarding the student's return (please allow 48 business hours after receipt of all documents to receive a response). The student will be notified via email once a decision has been made. Upon a favorable return decision, the student's record will be changed to reflect a return.

### **RETURN**

To assist students with a successful return to campus, consultation with Rachel Radovich-Chu, Clinical Case Manager in Student Health and Counseling, is available. Students can request an appointment through Amy Gonzalez. Students will receive a check-in email from Lisa Bishop with instructions for registration and housing planning and related information and can also meet with Lisa for support in these areas.