



Student Checklist for Returning from a Voluntary Health Related Leave of Absence

Marillac Hall, Room 130
8000 Utopia Parkway
Queens, NY 11439

Attention:
Robert Tringone, Ph.D.
Tel (718) 990-6386
Fax (718) 990-2609

*When you wish to return from a Voluntary Health Related Leave of Absence you must do so in writing. Requests and all supporting documentation should be submitted to Robert Tringone, Ph.D., representative of the Health Related Leave Review Committee **no later than July 1** for a proposed fall semester return and **no later than December 1** for a proposed spring semester return. Once we have received your notice, we will begin tracking receipt of the materials listed below.*

If your documentation is not received by the above deadlines, consideration of your application to return from HRLOA may be compromised. Please note that documentation is reviewed as it is received; therefore, it is to your benefit to submit your materials as early as possible to speed up the process of your return.

- ☐ **Mail one** original copy of the Student Request to Return from a Voluntary Health Related Leave of Absence letter to the Health Related Leave Review Committee.
- ☐ **Mail one** original copy of the Authorization for Release of Protected Health Information form to the Health Related Leave Review Committee. Remember to sign the form at the place indicated!
- ☐ **Give each** licensed health care provider you have seen during your HRLOA a signed copy of the Authorization for Release of Protected Health Information and the appropriate copy of the Community Provider Report Form. Ask the treatment provider to complete the latter form and mail both forms directly to the HRLR Committee.
- ☐ **Arrange for** a transcript to be mailed directly to the Health Related Leave Review Committee for any university or college classes you may have taken during your HRLOA.
 - In the event you are currently taking classes for which a transcript will not be available until after the HRLOA deadline, have each of your current professors send an e-mail (tringonr@stjohns.edu) or letter to the Health Related Leave Review Committee indicating either your expected grade for the course or your status to date
- ☐ **Arrange for** a letter to be mailed directly to the Health Related Leave Review Committee for any paid employment, volunteer work and/or internships in which you have engaged during your HRLOA. The letter should indicate the dates of these activities, whether your position was full-or part-time status and describe your overall performance in the position.
 - As a convenience, this letter may be sent by your employer as an attachment to an e-mail to the Health Related Leave Review Committee (tringonr@stjohns.edu) or mailed to the address above

The Health Related Leave Review process will be initiated when all forms have been received. Requests will then be processed within a reasonable amount of time. All forms indicated above are available on the St. John's University Web site. Any questions may be directed to Robert Tringone, Ph.D., Health Related Leave Review Committee at: tringonr@stjohns.edu

Mail Notice and all documentation to: Robert Tringone, Ph.D.
Health Related Leave Review Committee
St. John's University
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