

Leave of Absence in Shalom Program

Today's Date: _____

Name: _____

DOB: _____

Current Number of Strikes: _____

PCP: _____

Effective Date: _____

Est. Return Date: _____

Renewal Date: _____

This Policy Statement is intended to provide Shalom Patients with information and guidance regarding leave of absence requests. It is the policy of Heal the City to consider a patient's personal leave of absence request in accordance with the guidelines set forth below. Patients will accumulate strikes for inactivity in wellness, missing appointments and/or running out of medications while on leave. Patients are able to use their wellness pass if it is available to them. If the strikes accumulate to three, the patient will be dismissed from the program. Patients are eligible to re-enroll into Shalom one year from the effective dismissal date. Extenuating circumstances are at the discretion of Heal the City.

A. Requesting a Personal Leave of Absence

The patient is expected to provide at least a 30 days' notice when requesting leave. When the patient becomes aware of a need for leave less than 30 days in advance, the patient must provide notice of the need for leave either the same day, the next business day, or as soon as reasonably practicable. Leave requests that are not submitted to policy and as soon as practicable will be denied.

B. Personal Leave of Absence

A patient may request personal time off from the Shalom program for reasons such as renewal of a travel visa, to care for a family member, or to spend time with a new baby or child placed into the home. Such leave approval or denial is at the discretion of Heal the City.

I understand the Leave of Absence Policy set forth by Heal the City and will adhere to the terms agreed upon in this contract.

Shalom Patient Signature: _____

Date: _____

PCP Signature: _____

Wellness Signature: _____

Case Management Signature: _____

Pharmacist: _____