



9950 Calumet Avenue, Munster, IN 46321
Phone: 219-924-5348 | Fax: 219-924-8581

LEAVE LOCKER RENTAL	
Do you rent a locker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you keep it during your leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Locker # _____	Initials _____

MEDICAL LEAVE OF ABSENCE REQUEST

(6 Months Maximum per Calendar Year)

MEMBER REQUESTING LEAVE: _____

EFFECTIVE DATE OF LEAVE: _____

- 1) Prior to taking a Leave of Absence (LOA) from Community Hospital Fitness Pointe®, all monthly charges must be paid in order for the LOA to be approved.
- 2) All LOA's begin on the first of the month. The required paperwork must be completed **BEFORE** that date. Members who are active on the first day of the month must pay for the entire month.
- 3) **MEMBERSHIP FEES**
 - All monthly membership fees will be suspended during the approved LOA.
 - Upon returning from the LOA the member will pay a prorated fee for the month they return.
 - For the period of the LOA all remaining members on the same account will be increased to the next membership status. (i.e. the First household member will be increased to an Individual member status, etc.)
 - If a member submits a notice of cancellation while on an approved LOA they will be charged one months fee upon acceptance of the cancellation notice to cover the membership fee during the 30 day notice period.
- 4) **RETURN FROM MEDICAL LEAVE**
 - A doctor's release is required **prior** to scheduling an appointment for reactivating membership.
 - Release can be received through any of these means: Fax (219)924-8581
E-mail fitnesspointe@comhs.org
 - When release is received, a return from Medical LOA will be scheduled.
 - Reactivation appointment includes: updating medical history form, waiver and blood pressure screening.
- 5) **FACILITY USE DURING LEAVE OF ABSENCE**
 - Members on a Medical LOA may not use Fitness Pointe for physical activity other than scheduled physical therapy.
- 6) Any member who does not reactivate their membership within the above stated time frame will be subject to all existing enrollment fees and must undergo a Fitness Profile upon re-enrollment at a future date. **Fitness Pointe WILL NOT AUTOMATICALLY reactivate your membership. Reactivation will be done, along with a prorated monthly payment, in person at the reception desk.**

I understand and agree to abide by the Leave of Absence policies outlined above.

Member Signature: _____ Date: _____