



Community Hospital Fitness Pointe®
9950 Calumet Ave., Munster, IN 46321
P: 219-924-5348 | F: 219-924-8581

Personal Leave of Absence Request

(4 Months maximum per calendar year; minimum 1-month must be taken)

Member Requesting Leave (PLEASE PRINT): \_\_\_\_\_

Effective Date of Leave: \_\_\_\_\_

- 1. Prior to taking a Personal Leave of Absence (PLOA) from Community Hospital Fitness Pointe, all monthly charges must be paid in order for the PLOA to be approved.
2. All PLOAs 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 PLOA.
- Upon returning from the PLOA, the member will pay a prorated fee for the month he or she returns.
- For the period of the PLOA, all remaining members on the same account will be increased to the next membership status. (e.g. 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 PLOA, he or she will be charged one month's fee upon acceptance of the cancellation notice to cover the membership fee during the 30-day notice period.
- A minimum of one month must be taken. If you return in the same month that your leave started, you will be required to pay for the full month.
4. Return from Personal Leave
- For any members who do not reactivate their membership within the above stated time frame, Fitness Pointe WILL AUTOMATICALLY reactivate your membership at the end of the 4-month PLOA. You will be charged for the following month.

I understand and agree to abide by the PLOA policies outlined above.

Date: \_\_\_\_\_

Account #: \_\_\_\_\_

Member Signature: \_\_\_\_\_

Leave Locker Rental

Do you rent a locker?
\_\_\_Yes \_\_\_No
Will you keep it during your leave?
\_\_\_Yes \_\_\_No
Key returned?
\_\_\_Yes \_\_\_No
Locker # \_\_\_\_\_
Initials \_\_\_\_\_