



Cornell University  
ILR School

## Office of Student Services

## Personal Leave of Absence

A personal leave allows a student to take time off to address personal issues. Prior to taking a personal leave, students are required to submit a completed Personal Leave of Absence form to the Office of Student Services and be in good academic standing. Students are encouraged to meet with an advisor prior to taking a leave of absence. This request must be made prior to the 7<sup>th</sup> week of classes.

Do not use this form if you are requesting a leave for health reasons. If you are requesting a health leave of absence please go to <http://www.gannett.cornell.edu/services/leaveofabsence.cfm>

Name: \_\_\_\_\_

CU Net ID#: \_\_\_\_\_

Leave of Absence effective date: \_\_\_\_\_

Anticipated Return date: \_\_\_\_\_

Reason for leave (optional): \_\_\_\_\_

\_\_\_\_\_

Is this an extension of a personal leave?      Yes                      No

If yes, how long of an extension is being requested: \_\_\_\_\_

### Contact Information:

Permanent address: \_\_\_\_\_

Alternate email address: \_\_\_\_\_

Phone number (including for leaving phone messages): \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date