

Justine Melisande Plevoy Leonard, MFC #36954  
2824 College Avenue  
Berkeley, CA 94705  
(510) 710-2301

[embodiedpsychotherapy@comcast.net](mailto:embodiedpsychotherapy@comcast.net)  
<http://embodiedpsychotherapy.com>

#### **48 HOUR ILLNESS & EMERGENCY CANCELLATION POLICY:**

Psychotherapy, to be effective, requires commitment and dedication. When you schedule an appointment, your session time is reserved exclusively for you each week. I expect you to come every week (or twice a week, etc., as applicable).

This policy is part of the basis of our therapeutic container and contract-I hold you, and a place for you and I am here during your session time to receive you, sit with you, and work with you. If you don't come, I'm still here holding you and the space for you.

For illness and emergencies only, I have a 48 cancellation policy. If you give me less than 48 hours notice, and I do not have sufficient time to be able to shift my schedule and fill that time, I will need to charge you and will do so via Ivy Pay.

Other issues like time conflicts, travel etc, require advanced notice of at least 7 days, or as much notice as possible. For vacations and events planned in advance, I ask that you please try to provide me with as much advance notice as is possible whenever you can.

That being said, although sometimes it's unavoidable, I never want to have to charge you for a session that you cannot attend whenever possible.

So, if you are not feeling well and/or have the beginning (or even end), of an illness or a possible emergent situation evolving, please give me a heads up 48 hours out (or as soon as you are able) and we can decide together what to do in terms of your upcoming session time. Sometimes we will go ahead and just decide together to cancel so that we don't risk having a short notice cancellation given the unknowns. Or in some occasions, depending on the situation and circumstances, we might decide to let things evolve and see what is happening a bit closer to your session time.

In any case, especially if you are ill, have a new and emerging illness, are at the tail end of an illness, and/or are symptomatic in any way, and contagious (as defined by having active or "wet symptoms", not length), I ask that you do not come in in person, so you can care for yourself and also to avoid spreading the Illness to me and all others that I'm in contact with. This is a public health issue, not just an office policy.

If you are too sick to utilize the session, then cancellation is likely the best choice. However, please remember, when you are ill or symptomatic, then a phone session is always available for you!

So, the basic rule of thumb is communicate early and give me a heads up, even if you are not sure what may happen or be true by the time our session rolls around, or if you are not sure about your symptoms. Sharing information with me early will help to avoid many, if not even most, short notice cancellation situations and help us to avoid you needing to pay for sessions you can't make it to.

If you have any questions about this policy, how it pertains to your specific situation(s) or any related issues, please either email me or bring it up in our next session.

By signing below, I acknowledge and agree to this policy.

---

Date:

Full Name:

Signature: