

RETURN FROM LEAVE OF ABSENCE

IMPORTANT: ALL STAFF MUST SEND WRITTEN NOTIFICATION OF RETURN FROM LEAVE OF ABSENCE OR SABBATICAL LEAVE OF ABSENCE IN ORDER TO REACTIVATE PAYROLL STATUS. You may write a letter or use the form below. Please return by the due dates applicable, as indicated below:

FULL YEAR LEAVE → Written notification of your return from leave is **due by March 1.**

FIRST SEMESTER LEAVE → Written notification of your return from leave is **due by November 1.**

SECOND SEMESTER LEAVE → Written notification of your return from leave is **due by March 1.**

LEAVES OF ANY OTHER DURATION → Written notification is **due 30 days before your return date.**



Mail a copy to the Human Resources Department and to your Supervisor.

Name: _____ Empl. ID#: _____

Address: _____ Telephone #: _____

Title: _____ School/Dept.: _____

I will return to full-time employment on _____
Day of Week/Month/Year

Signature

xc: Human Resources Dept.
Your Supervisor
Payroll