

# 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