



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

NOTIFICATION FOR RETURNING FROM PERSONAL LEAVE OF ABSENCE

Notification for Returning From Personal Leave: Prior to the expiration date of the personal leave of absence, the bargaining unit member shall notify Human Resources in writing that his/her intent is to return from leave. Notification shall be given a month before the return date to allow ample time for potential placement.

TO: Director, Human Resources Certificated

FROM: _____ Classified

EMPLOYEE ID#: _____

DATE: _____

Early Return Approved Denied **PLOA Expiration Date:** _____
(Before the expiration date of personal leave of absence)

I am requesting to return from personal leave on _____ into my
Effective date

_____ position. I understand I will be placed by the District in the
Classification

first vacant position occurring in the classification in which I served prior to my leave.

I may be reached at: _____
Address

_____ City State Zip

_____ Area code and phone number

NOTE: Returning to PLOA/Early Return from PLOA: If there is no current vacancy in which the bargaining unit member held prior to his/her leave or early return from PLOA is denied then the bargaining unit member shall be placed on the thirty-nine (39) month reemployment list.

I certify that this is executed by me voluntarily and of my own free will.

Employee's Signature

Date

Supervisor's Signature

Date

Director, Human Resources Department

Date