

San Diego Unified School District

EUGENE BRUCKER EDUCATION CENTER
HUMAN RESOURCE SERVICES DIVISION, Room 1241



CLASSIFIED REQUEST RETURN/EXTEND FROM LEAVE OF ABSENCE FORM

Employee Information:

Employee Name	EMPID	Phone Number
Address		City, State & Zip
Employee Signature	Email	

EXTEND/RETURN/RESIGN OPTIONS:

PLEASE CHECK ONE OF THE BOXES BELOW:

I plan to return to duty on (date): _____ and have completed the availability statement below. Note: If leave was granted for FMLA or parental, indicate child's date of birth:

*Availability statement (Only if returning from Long Term leave of absence):

Acceptable positions of equal or lower classification than your present position (Please specify Job Class Title or Titles):

Note: Please refer to the Collective Negotiations Contract (CNC) for terms governing reinstatement from Long-Term Leave of Absence without Pay. Upon return from Long term leave of absence, you must contact Employee Benefits Office to re-enroll in benefits within 31 days of your return to work. If you do not re-enroll, you will not be eligible to enroll again until open enrollment that year with a new effective date of January 1 the following year. Questions regarding benefits coverage should be directed to the Employee Benefits Office 619 725-8130.

Keep in mind that this is a request to return from a long term leave of absence, you must be **CLEARED** to return by the Classified Unit **PRIOR to reporting for duty**.

I request to extend my leave for the next school year until date: _____ for the following reason:

_____ Parental Responsibility	_____ Travel
_____ Home Responsibility	_____ Opportunity
_____ Professional Study	_____ Other
_____ Health (Physician's statement required)	

Explanation for request:

I would like to resign
Please submit Separation/Resignation form.

Note: if you continued the medical, dental, and/or life benefit plans while on leave, please contact the Employee Benefits Office at employeebenefits@sandi.net for more information concerning termination of coverage.