

## PASCO SCHOOL DISTRICT NO. 1

### Notice of Return to Work

This notice of return to work form must be filled out by the employee and his/her supervisor/principal upon returning to work from a leave of absence. If the leave of absence was for medical reasons, a physician's release **must** be attached.

☐ Physician's release attached (please check, if applicable)

This form must be completed and returned immediately to Employee Services in order to process the employee's payroll check on the next regular payday.

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**Only complete and return this form upon the employee's actual return to work**

\_\_\_\_\_ Employee Name (print) \_\_\_\_\_ Employee ID

returned from a leave of absence on \_\_\_\_\_  
Date of Return to Work

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor/Principal Signature

Distribution:

Original – Employee Services

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