

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division – Certificated Assignments & Support Services

Certificated Request to Return From Leave

A. EMPLOYEE INFORMATION

Name (Print)	Last	First	Middle	Pers ID/Emp No.
Address	Street	City	State	Zip
Telephone Number				
Teaching Credential(s)				

B. DISTRICT TEACHING EXPERIENCE - List most recent assignment first

School	Date From	To	Grade(s)	Subject(s) Taught
School	Date From	To	Grade(s)	Subject(s) Taught
My current leave		Identify Type	Expires	
			Month	Day
				Year
I am available for an assignment beginning			Month	Day
				Year
Signature of Employee			Date	

C. INSTRUCTIONS

If you have been on a permissive leave, complete sections A and B and return to the Certificated Assignments & Support Services Office **TWO CALENDAR MONTHS** prior to the expiration of your leave.

If you have been on an illness, rest, industrial injury, or pregnancy disability leave, your personal health care provider must complete Section D of this form. Where duty restrictions are listed by your health care provider, you must contact your Personnel Specialist at (213) 241-5100. Prior to your return, you may need to be cleared by the District Medical Director and/or referred to the Reasonable Accommodations Department.

If there is an address and/or telephone number change after submission of this form, the Assignment Office must be notified at (213) 241-5100 as you may be referred for assignment interviews.

D. TO BE COMPLETED BY TREATING HEALTH CARE PROVIDER

The above-named employee is under my professional care and will be able to return to work with [] without [] restrictions on this date ____/____/____. Describe restrictions in detail:

I certify that the above information provided hereon is true and correct to the best of my knowledge.

Signature of Health Care Provider	Date Signed
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Type or print name of Health Care Provider	Degree	State License Number
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Business Address	Street	City	State	Zip	() Area	Telephone Number
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ORIGINAL MUST BE RETURNED TO: Los Angeles Unified School District
Certificated Assignments & Support Services
P.O. Box 3307, 15th Floor, Beaudry
Los Angeles, CA 90051