

Sample Form #4

Notice of Intention to Return From Leave

Employee's Name: _____

Supervisor: _____

Date leave commenced: _____

Date of planned return: _____

I understand that my restoration to employment is subject to the following conditions:

1. As a condition of restoration, each employee must provide a written certification from his or her health care provider that the employee is able to resume working. (This is optional for employers.)
2. Every attempt will be made to restore an employee returning from leave to his or her original position. If the employee's original position is unavailable, the employee will be placed in an equivalent position with equivalent pay and benefits.
3. An employee returning from family and medical leave shall not be entitled to the accrual of any seniority or employment benefits during the period of leave.

Employee's signature: _____ Date: _____

I have examined [employee] and can certify that he/she is fully able to resume working.

Health care provider's signature: _____ Date: _____