LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources

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 Placement 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 physician must complete Section D of this form. Where duty restrictions are listed by physician, you must be cleared by the District Medical Director prior to your return. Call (213) 241-6326 for an appointment.

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

D. TO BE COMPLETED BY ATTENDING PHYSICIAN

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 Physician _____ Date Signed _____

Type or print name of physician _____ Degree _____ State License Number _____

Business Address Street City State Zip _____ (___) Area Telephone Number _____

ORIGINAL MUST BE RETURNED TO: Los Angeles Unified School District
Certificated Placement & Assignments
P.O. Box 3307, 15th Floor, Beaudry
Los Angeles, CA 90051