



RETURN FROM LEAVE WITH/OUT PAY

Use this Form to report (Please Print):

* Leave Return, Returning an Employee to an Active Paid Status

Please Note:

* If the Return Date is unknown or if it changes please submit a new form with the actual Return Date.

* It is the department's responsibility to notify the employee of the impact to their pay by issuing a copy of this form to the employee.

Banner ID (R#): _____ Return to Work Date: _____

Employee Name: _____

Department Contact: _____ Contact Phone: _____

Departmental Acknowledgment:

Supervisor's Name: _____ Supervisor ID: _____

Signature: _____ Date: _____

Email: _____

The completed and signed form should be delivered to:

Lubbock only: Email to hscrecords@ttuhsc.edu or mail to HSC Human Resources, Stop 8100

Other Campus/Correctional Units: Email or Send it to your Regional/Correctional HR Office

Note to HR: NBAJOBS: If nonexempt LWOP with Benefits, place an RGH in default earnings, remove when returned.

Notes/Comments: