

Lakewood School District  
200 Ramsey Avenue  
Lakewood, New Jersey 08701  
732-364-2400 X 7003

**RETURN TO WORK FORM**

**To:** Human Resource Dept.  
Attention: Mary Ann Powell

**From:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Re: Return to Work Form**

I \_\_\_\_\_ have returned from a Leave of Absence on  
\_\_\_\_\_.

Please have your attendance secretary scan to me via email **on the FIRST DAY** of your return and send the **ORIGINAL inter-office mail to Human Resources Dept.**

**Human Resources will notify the Payroll Department to generate your next paycheck.**

I understand that a copy of this form will be put in my personnel file.

**Signature** \_\_\_\_\_