



## *Leave of Absence Notice*

**Name** \_\_\_\_\_

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

**ID#** \_\_\_\_\_

**Email:** \_\_\_\_\_

I am giving notice that I will not be working at the Vivian Olum Child Development Center next term. My last day will be \_\_\_\_\_. I would like to come back to work (Check one)

**Winter term.**

**Spring term.**

**Summer term.**

**Fall term.**

There are no guarantees that you will have work hours when you want to return but we do value trained employees and will make an effort to fit you back into the schedule. Before returning to work you may have to fill out rehire paperwork, check in with the business manager regarding your status.

Comments:

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

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

OFFICIAL USE ONLY		
Received by:	Date:	Last Day: