



Lakewood Board of Education

200 Ramsey Avenue, Lakewood, NJ 08701

Main Office: (732) 364-2400 Fax: (732) 905-3687

Laura A. Winters, Superintendent of Schools

RETURN TO WORK FORM

TO: Holly Schwiebert, Human Resources Department

FROM: _____

DATE: _____

SCHOOL: _____

RE: Return to Work

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. Send the **ORIGINAL** inter-office mail to **Holly Schwiebert, Human Resources Department**. Thank you.

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

I understand that a copy of this form is placed in my personnel file.

Signature: _____