



Request to Return to Work

Please return completed form to Absence Management ten (10) days prior to your anticipated return to work date via email - absence.mgmt@pgcps.org.

A Notice of Eligibility to Return to Work will be issued within ten (10) business days after receipt of the Request to Return to Work.

Employee's Name: _____

EIN: _____

Work Title: _____

Work Organization: _____

Date Requesting to Return to Work _____

This is an acknowledgment that this Request to Return to Work form is for employees who can return to work in a full duty capacity (no restrictions). This form cannot be used if the employee has or needs reasonable accommodations. Accommodations must be submitted using the Administrative Procedure 4172 - Requests for Reasonable Accommodation process and must be approved by the [Equity Assurance Office](#). Submission of an accommodations request does not prohibit an employee from returning to work after the expiration of the medical leave and/or based on the recommendation of their physician.

Any employee submitting this form will receive a Notice of Eligibility to Return to Work letter from Absence Management and will be required to return to work (unless deemed not to return to work) on the date and to the location. An employee who does not return to work on the designated date and/or location will be charged unpaid leave and will be referred to ELRO for disciplinary action.

Please be advised, you cannot return to work prior to receiving an official Notice of Eligibility to Return to Work letter from Absence Management.

Employee's Signature: _____ **Date:** _____

Employee Assistance Program: To demonstrate its commitment to reducing employee stress, turnover and health care costs, PGCPS provides an Employee Assistance Program (EAP) for all full-time employees. EAP is a confidential and professional consulting service that is available 24 hours a day and 7 days a week. If you are in need of EAP services, they can be reached at 1-800-346-0110 or via the web at [Inova Employee Assistance Program](#) (Username: PGCPS Password: PRINCE)