

NOVATO UNIFIED SCHOOL DISTRICT

**EMPLOYEE NOTIFICATION FOR:
LEAVE OF ABSENCE • RETIREMENT • RESIGNATION • TERMINATION**

Complete, sign & return to Human Resources via EMAIL or DISTRICT MAIL to request a leave or terminate employment.

Name (REQUIRED) :	Employee ID #: (IF KNOWN)	Date:
Position:	Location:	<input type="checkbox"/> Certificated <input type="checkbox"/> Classified

LEAVE OF ABSENCE – Certificated: Due February 1st annually. Classified: See contract for timelines.

Leave of Absence (Year 1) Leave of Absence (Year 2) Return from Leave

Dates of Absence/Return:

Reason for Leave of Absence:

SEPARATION

Retirement Resignation Termination

Last day of employment will be:

Reason for resignation:

New job offer Seeking new profession Relocating Personal reasons
 Other:

Comments:

ADDRESS – FOR EMPLOYEES LEAVING NUSD (to forward tax documents)

Street:	City	State	Zip
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Employee Signature (REQUIRED) :	Date:
Site Administrator Signature:	Date:

DISTRICT OFFICE USE ONLY

Position Number:	Range/Step:	FTE:	Hours Per Day:	Hire Date:
<input type="checkbox"/> On Contract	<input type="checkbox"/> Hourly	<input type="checkbox"/> Substitute		Board Action Date:
<input type="checkbox"/> HUMAN RESOURCES	<input type="checkbox"/> BENEFITS	<input type="checkbox"/> PAYROLL	<input type="checkbox"/> IT	