**IMPORTANT NOTICE**

**REGARDING YOUR RETURN TO WORK**

An employee on leave must notify both supervisor and Human Resources at least two work days prior to the date on which he/she intends to return to work.

An employee on leave must return to work no later than the next scheduled work day following exhaustion of his/her 12-week Family and Medical Leave Act (FMLA) entitlement or approved personal (non-FMLA) leave of absence.

Upon return from FMLA leave, an employee is entitled to be reinstated to the same position held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

For FMLA or non-FMLA leave, any portion of the employee’s medical premiums incurred during unpaid leave and neither deducted nor paid by the employee will be deducted from the employee’s paycheck upon return to work. Any appropriate alternative repayment arrangement must be made prior to return to work by contacting Human Resources.

**Upon return to work, the employee must have in writing a physician’s (a) full medical release indicating that no restrictions apply, or (b) modified medical release indicating what, if any restrictions apply**. **This required Return to Work documentation is to be provided to Human Resources.**

Reasonable accommodations may be made on a case-by-case basis in close coordination with management and Human Resources.

Please contact Human Resources at xxx if you have any questions.