

**NOTIFICATION OF RETURN FROM UNPAID LEAVE
COURT REPORTING SERVICES**

I, _____, have been on an unpaid leave of absence since _____. I have returned to my regular work assignment as of _____.

Additional comments, work restrictions and/or provisions (if any): _____

Employee Signature

Date

Employee should forward this form to the Administrative Authority immediately upon returning to work.

The above named employee has returned to work and should be placed back on payroll as of the date listed above.

Administrative Authority Signature

Date

Printed Name

Circuit

INSTRUCTIONS: This document should be faxed to Court Reporting Services (217) 557-0267 immediately upon the employee's return to work. The employee will not be changed to paid status on the payroll until this form is received. If the leave was Unpaid Medical Leave, please attach a copy of the physician's release.