



COUNTY OF RIVERSIDE
Human Resources Department

Return From Leave

(This form must be used to return
an employee from all types of leave)

Please submit completed form to Employee Services at Mail Stop #1150.

New

Correction

Section to be Completed by Department

Employee Name (Last, First, Middle)	Employee ID Number	Official County Job Title
Department	Date Leave Started	Date Employee Returned to Work

Form Completed By

Department Head/Designee Printed Name	Phone Number
Department Head/Designee Printed Signature	Date

Section to be Completed by Human Resources

HR Processor	Date
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