

Human Resources Department  
County of San Luis Obispo  
County Gov't Center, Ste D-250  
San Luis Obispo, CA 93408  
(805) 781-5959

### **Notice of Return to Duty**

**NOTICE:** The employee's Payroll Coordinator is required to submit this form before or on the day the employee returns to duty. Failure to submit this form to the Human Resources office will result in the employee's benefits and payroll being processed incorrectly.

Employee Name	_____
Employee Number	_____
Department	_____
Date Leave Began	_____
Return to Duty Date	_____

<b>PREPARED BY</b>	
Name	_____
Title	_____
Date Submitted to Personnel	_____