



ALBUQUERQUE PUBLIC SCHOOLS  
 Human Resources – Extended Leaves Office  
 6400 Uptown Blvd NE, Suite 210 East  
 P. O. Box 25704, Albuquerque, NM 87125-0704

# Letter of Intent

Letter of Intent to Return to Work from Extended Leave of Absence

## Due by:

**Step 1)** Complete, sign and return this Letter of Intent to Return to Work

Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Phone #: \_\_\_\_\_

My leave ends: \_\_\_\_\_

- It is my intent to return to APS at the end of my leave.
- It is my intent to extend my leave of absence and I have attached the requirement documentation.
  - Failure to include the required documentation could result in employment termination.
  - NOTE: Personal Leaves may not be extended.

I will resign / retire my position with APS effective \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_

Mail to: Albuquerque Public Schools Human Resources – Extended Leaves P. O. Box 25704 Albuquerque, NM 87125	or email: Extended.Leaves@aps.edu or fax: (505) 884-0536
Copy to: Principal or Supervisor	

**Step 2)** Instructions to reinstate to active employment. Complete Step 2 **prior** to returning to worksite.

**Call (A-L) 889-4808 or (M-Z) 889-4865 to schedule your afternoon reinstatement appointment with the Leaves Office. Come in person to the Extended Leaves Office, 6400 Uptown Blvd NE, Suite 210 East Tower to reinstate to active employment.**

Advanced Study Leave

- 1) Official sealed transcript

Medical Leave

- 1) Release from healthcare provider

Parental Leave

- 1) Medical release if prior to 6-8 weeks after delivery

**If your information has changed, bring the following:**

- 1) Valid driver's license or identification card
- 2) Beneficiary information (name, address, phone number, social security number)
- 3) A voided check or letter from your bank stating the new routing number and account number for direct deposit