**<DATE>**

**<NAME>**

**< ADDRESS and/or sent via email to:>**

Dear **<NAME>**,

Welcome back from your leave! This is to confirm you **<*will/have return/ed>*** to work on **<DATE>** without restrictions or modifications.

If your needs change, or you develop new restrictions, please inform me or your supervisor right away.

Please reach out to your Payroll Clerk for questions about pay, accruals, and benefits.

If you took leave without pay (LWOP) during a qualified leave for your own medical condition, you might be able to buy back that time for your retirement service credit. For more information and to find out the cost, contact SCERA at [scretire.org](https://scretire.org/resource-center/myscera).

If you have any questions, you can contact me at **<707-565-xxxx>**.

Sincerely,

**<Dept Designee>**

Cc:**<DM Analyst Name>**, Disability Management Analyst

Confidential Medical File