



Lake Sumter  
State College

## INTENT TO RETURN TO WORK

(To be completed by the employee prior to taking leave under FMLA.)

Board Rules 5.13 and 5.18 and Administrative Procedure 5-11 require that any regular employee who requests a family or medical leave of absence request, *prior to the inception of such leave*, to submit to Human Resources/Benefits Office a signed statement of the employee's intent to return to his/her position at LSSC upon termination of the leave.

Administrative Procedure 5-31 permits the College to require an employee on FMLA leave to report periodically on his/her status and intent to return to work. This form may be used for that purpose also.

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I hereby confirm my intention to return to work at its conclusion. \_\_\_\_\_  
(fill in "yes" or "no.")

The projected end date of my leave is \_\_\_\_\_.

\_\_\_\_\_  
(Employee's signature)

\_\_\_\_\_  
(Date)

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