

SAMPLE SUMMER WORK OFFER FOR EXISTING EMPLOYEES

To: All Employees

From:

RE: Summer Work Offer

As your program comes to an end, the District may have summer work available for you. Please complete the information below as to your work availability and return to your supervisor by (date specific).

_____ I am available for full time summer employment.

_____ I am available for part time summer employment.

_____ I am interested in taking a personal leave of absence:

Beginning date of leave _____

Ending date of leave _____

Reason for leave:

Leave is approved _____ Denied _____

I am voluntarily quitting employment effective _____

My reason for leaving is: _____

Print Name: _____

Employee Signature: _____

Social Security Number: _____

Supervisor Signature: _____