



WOODLAND

Joint Unified School District

District Website: www.wjusd.org

Human Resource Services Division

435 Sixth Street, Woodland, CA 95695
(530) 662-0201 / (530) 669-5918 (fax)

TO: All **Certificated** Staff
FROM: Danyel Conolley, Director of Human Resources
DATE: January 26, 2017
RE: **INTENT TO RETURN 2017-2018**

As you are aware, the District annually requests information regarding staff members' employment intentions for next year's planning purposes. Please indicate your intentions below and **return this form to your Personnel Analyst by Tuesday, February 28, 2017.**

- I definitely plan to retire at the end of this school year (2016-2017). * If retiring under Board Policy 4117, Early Retirement, you must submit a request for retirement and health benefits (if eligible) by **April 1, 2017.**
- I definitely plan to resign at the end of this school year (2016-2017). *
- I may retire/resign at the end of this school year (2016-2017).*
- I plan to request a full year leave of absence for 2017-2018 (letter requesting leave is due to HR by **April 1, 2017**, Article XII, J, 2).*
- I am a Temporary employee but would be interested in continued employment with Woodland Joint Unified School District.
- I plan to return next year.
- Other: _____

Name (Print)

Signature

School Site

Date

****NOTE: This form will assist HR in developing staffing projections. It does not serve as an official notice of resignation or retirement. It is also not an official request for a leave of absence. If you are planning on resigning or retiring, please contact HR as soon as possible so that we can assist you in this process. The process and timelines for requesting a leave of absence or notifying the District of your intent to return from a leave of absence are set forth in the Collective Bargaining Agreement. Please refer to your contract or contact HR if you have questions.***

cc: Site Administrator
Bobby Rogers, WEA President