



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

# Response to Leave Request FMLA

## 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.

Not Applicable for Personal Leaves (Personal Leaves may not be extended.)

I have provided the required documentation to request an extension of my leave (attached).

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: [peggy.pena-chavez@aps.edu](mailto:peggy.pena-chavez@aps.edu)

or fax: (505) 884-0536

Copy to: Principal or Supervisor

Employees must complete Step 2 prior to returning to your worksite location).

**Step 2) Instructions to reinstate to active employment:**

**At least two days prior to your scheduled return to work date, 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) Proof of birth or birth certificate

You may need to bring the following if your information has changed:

- 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 routing number and account number for direct deposit