HR0005 Rev. 11/24

REQUEST FOR CHANGE OF STATUS

Human Resources

Lincoln Public Schools • Lincoln, Nebraska

Last Name	First Name	M.I.	Employee ID #	Phone #	
Home Address	City/State/Zip		Personal Email		
Present Position(s)		School(s)/Department			
Check this box then add any	comments and sign at the bottom of the			ction below.)	
	COMPLETE APPR		SECTION		
SEPARATION Last Day Worked:		UNPAID LEAVE OF ABSENCE Refer to Handbook/Negotiated Agreement for eligibility.			
Check this box if you plan to work during the summer months (Including Summer School).		Leave of Absence requested: FTE (ex. 1.00 FTE) (Full Time Equivalent = employee's scheduled hours / hours for full-time workweek)			
	employment relations with LPS. I agree that no	Last Da Reason Certific Acau Mov Spo Alter Elec	y Worked: : ated Staff Only (Section demic	ion 8-9): All Staff: Military* Health* Maternity* ADA	
one has promised me and that I have no expectation of rehire or reemployment in any form with LPS. I further specifically agree that LPS will not accept an application for employment from me for any position including substitute or temporary employee, for at least 180 days following my severance. I further understand that if I should become reemployed in any form with LPS prior to age 59 ½, I will be ineligible to receive further benefit distributions from my 403(b) account(s) as long as I remain so reemployed or I reach age 59 ½.		*Federal law requires us to notify you of your rights under the Family and Medical Leave Act. If eligible, any leave of absence available and approved by the District will run concurrent with FMLA rights. See the Classified/Certified Handbooks for more details.			
Comments:					
Employee Signature:			Date:		
SEND ORIO	GINAL TO HUMAN RESOURCES AT S	JDLC-Box 3	3. KEEP COPY FOR YOUR	RECORDS	
FOR HUMAN RESOURCES USE ONLY:			Pay Grade &	Step:	
			Effective Date:		
Reason for Declined:			Board Date:		
Separation: Voluntary	Involuntary		Extra Standar Assignment(s		
Associate Superintendent fo	r Human Resources/Designee	Date			