



# County of San Bernardino RESTORATION TO ELIGIBLE LIST FROM LEAVE WITHOUT RIGHT TO RETURN

---

The Restoration to Eligible List from Leave Without Right To Return form is used by an employee to request their name be restored to an eligible list.

## REFERENCES

Personnel Rules

## FORMS REQUIRED

County Employment Application   
Restoration to Eligible List from Leave Without  
Right to Return

## MANDATORY FIELDS

All  
All

## GENERAL INFORMATION

Completion of this form will place the employee on the eligibility list for their Job Code Title for a period of 90 calendar days.

Employees who are unable to obtain a position within 90 calendar days are to be terminated by the department where they last held a position.

## EMPLOYEE RESPONSIBILITIES

- ◆ Obtain forms from former department payroll specialist or Employment-HR
- ◆ Retain copies
- ◆ Submit completed forms to former department payroll specialist or Employment-HR

## PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Provide forms to the employee upon request
- ◆ Submit completed forms to Employment-HR – 0440, if applicable

## RELATED FORMS/PROCEDURES

Supplemental Application (if applicable)  
Termination