

NOTICE TO EMPLOYEE OF LIGHT DUTY ASSIGNMENT

NAME OF EMPLOYEE: _____

INSTRUCTIONS TO EMPLOYEE:

This is to advise you that you have been assigned to a light duty assignment at the department/division listed below. You are required to report to said department/division at the location and on the date and at the time designated. Upon reporting please see the contact person listed below.

Department/division: _____

Location: _____

Report date/time: _____

Contact person: _____

While assigned to this location you will be supervised by _____

For any unscheduled absences while on this light duty assignment you are required to notify your permanent department/division and follow its call in procedures. Failure to report as required may result in disciplinary action up to and including dismissal.

Employee Signature

Date

Appointing Authority Signature

Date

(01/21/2020)