



(LEAVE MANAGEMENT SYSTEM)

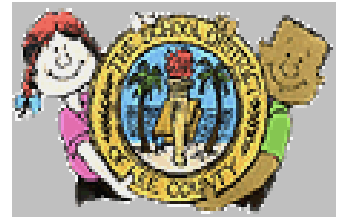
SCHOOL DISTRICT OF LEE COUNTY

Rebecca Decker, LMS Administrator / Payroll Director

Christine Blanchard, Payroll Specialist/LMS (335-1445 – 6:30am through 2:00pm)

LMS Service Center c/o Payroll Department

2855 Colonial Boulevard, Ft Myers, FL 33966



NOTICE OF INTENT

Your services are valued greatly. Thank you for the services provided during the past school year. We look forward to working with you again in the coming year. If you have any questions regarding this communication, please call the number indicated above between the hours of operation.

SECTION I - INTENT TO RETURN 2011-2012

If you intend to continue providing substitute teacher services during the coming year 2011– 2012, you do not need to return this letter. Updated material and other helpful information has been enclosed for your review.

The system’s callout hours will continue as follows: 5:30am to 12:00pm for current day jobs, and 6:00pm to 10:00pm for future day jobs.

SECTION II - DO NOT INTEND TO RETURN 2011-2012

If you do not intend to continue providing substitute teacher services, please return this completed section to the address indicated above. Thank you.

I _____, will not continue to provide substitute teacher services
(Print your full name)
in the coming year. Please end my substitute teacher position with The Lee County School District as of today
_____/_____/_____. I understand that my name will be deleted from the substitute teacher list.

(Your signature) _____
(Employee ID#)
_____/_____/_____
(Your social security #)
_____/_____/_____
(Date)

PLEASE MAINTAIN YOUR ADDRESS CURRENT IN ORDER TO RECEIVE YOUR W-2 FORM AT THE CORRECT ADDRESS.

If you would like to withdraw your FICA ALT contributions, please contact Personnel Services or Bencor for a claims form (Personnel: 239-337-8569, Bencor: 1-888-258-3422). **Please note:** Funds may only be withdrawn upon termination.

Please be advised that all substitute teachers hired prior to January 2011 who did not perform substitute teacher services during Fiscal Year 2010-2011 will automatically be deleted from the substitute teacher list.