

**ONEIDA TRIBE OF INDIANS OF WISCONSIN**  
**Human Resources Department**

**Location:**  
909 Packerland  
Green Bay, WI 54303

Phone: (920)496-7000  
<http://www.oneidanation.org/humanresources/>



**Mailing Address:**  
P.O. Box 365  
Oneida, WI 54155-0365

Fax: (920)496-7490  
Job Line: 1-800-236-7050

## **Human Resources Department Interpretation**

November 21, 2011

**RE: “Intent to return to work”** from a leave of absence, as defined in the June 2011 HR Communicator<sup>3</sup>.

**Interpretation:** The Human Resources Department interpretation of employee notification of their “Intent to return to work” from a leave of absence, as stated in the Oneida Personnel Policies and Procedures<sup>1</sup>, is based on following two (2) criteria:

- 1) Leaves of fifteen (15) working days or more – Written notice is to be given at least “**fifteen (15)**” working days prior to the end of the leave per policy requirement.
- 2) Leaves of fourteen (14) working days or less – Written notice is to be given “**one (1)**” working day prior to the end of the leave which is allowable based on an Appeals Commission Ruling<sup>2</sup>.
  - a) Working days means Human Resources Department’s working days:
    - i) Monday—Friday, excluding full-day holidays.

**References:**

- <sup>1</sup> Oneida Personnel Policies and Procedures Section IV, D.3.a.3.i.
- <sup>2</sup> Oneida Appeals Commission, Docket #97-EP-0016
- <sup>3</sup> HR Communicator, June 2011 edition