



MILITARY SERVICE

VOLUNTARY WRITTEN NOTICE OF INTENT NOT TO RETURN

Part 1 -To be completed by Supervisor

By signing below, I verify I have:

- Provided the employee a copy of **Your Rights under USERRA: The Uniformed Services Employment and Reemployment Rights Act.**
- Encouraged the employee to contact the Veterans Employment and Training Service at 1-866-4-USA-DOL with any questions about their specific rights and benefits under USERRA prior to signing this document.
- Informed the employee they are not required to waive their reemployment rights under USERRA, but may voluntarily choose to do so by completing and signing this document.

Supervisor Name:

Supervisor Signature

Date

Part 2- To be completed by Employee

By signing this document, I am providing written notice I will not return to my current position of employment with the State of Iowa upon completion of uniformed service. I am voluntarily waiving my return rights pursuant to USERRA.

I acknowledge I have been provided a copy of **Your Rights under USERRA: The Uniformed Services Employment and Reemployment Rights Act**, and I have been encouraged to contact the U.S. Department of Labor, Veterans Employment and Training Service at 1-866-4-USA-DOL with any questions about my rights under USERRA prior to voluntarily waiving my reemployment rights. I acknowledge I am aware of the specific rights and benefits under USERRA that will be lost by signing this voluntary written notice. I further acknowledge I was informed by my supervisor that I am not required to sign this document or to waive my reemployment rights, but have voluntarily chosen to do so.

Employee Name: _____

Job Title/Classification: _____

Agency/Department: _____

Employee Signature

Date

A copy of this completed document must be provided to:

Employee
Employee Personnel File
Dept. of Administrative Services – Human Resources Enterprise – Pre Audit