

Security Access Office
Phone: (650) 821-5200
Fax: (650) 821-5259
Email: sfo.sao@flysfo.com



Badge Holder Leave Notification

In accordance with Rule 7.3(H) of the Airport Rules and Regulations, an employee on leave or scheduled to be on leave for more than thirty (30) consecutive days must surrender his/her/their Airport ID issued badge and Airport issued keys (if applicable) to the Security Access Office (SAO). Affected leaves include extended sick leave, workers' compensation leave, military leave, education leave, family care leave, personal leave, vacation, and compensatory leave.

Name of Badge Holder: _____ UPID: _____

Start and End Date of Scheduled Leave: _____

Employer Name: _____

Authorized Signatory Name: _____

Contact Telephone Number: _____

The employer is required to collect the Airport ID and Airport-issued keys (if applicable) of the employee at the end of his/her/their last shift prior to taking leave. The Airport ID and Airport keys should then be immediately returned along with this form to the Security Access Office (SAO). The Airport ID and Airport keys will be securely held by the SAO. The Authorized Signatory must send an email to sfo.sao@flysfo.com or call (650) 821-5200 in advance of the employee's return to authorize the issuance of the Airport ID and Airport keys to the employee. The employee can then be sent to the Security Access Office to be reissued an Airport ID and Airport keys.

For Security Access Office Use Only

Date Received: SAO Rep:	Badge Returned: Y or N	Key(s) Returned: Y or N or N/A
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