



## **Leave of Absence**

1. Contact Human Resources for the proper paperwork for you LOA.
2. Contact the Payroll and Benefits Departments about how a LOA will affect your employment.
3. If requesting donated days, contact Dr. Hlad
4. Return **ALL** forms to the HR Office for processing.
5. LOA is put of the Board Agenda for approval
6. After Board approval verify with Payroll and Benefits.

### **Payroll**

**304-291-9210**

**Trey Varner**

### **Benefits**

**304-291-9210**

**Holly Hess**

### **Donated Days**

**304-291-9210**

**Dr. Louis Hlad**

### **Human Resources**

**304-291-9210**

**Jennifer Caradine**

### **Human Resources**

**304-291-9210**

**Robert DeSantis**