

Disability and/or Leave of Absence Planning Prior to Going Out on Leave

- Make an appointment with Human Resources to discuss leave and/or disability benefits, and the potential impact on your salary
- Review your benefits with your disability provider if applicable
- Contact the Payroll Department to discuss benefit options during your absence

Prior to Returning from Leave

- Make an appointment with Human Resources to determine your return date
- If taking an extended leave of absence, you will need to complete all new paperwork upon your return. You will need to complete the following forms and return them to Payroll:
 - W-4 Federal Tax Form
 - DE-4 State Tax Form
 - Summer Arrears Election Form (if desired)
 - Authorization Agreement for Electronic Warrant Advice (if desired)
 - Dental Enrollment Form
 - Vision Enrollment Form
 - Medical Enrollment or Declination Form
 - Direct Deposit Form
 - Forms can be found on the SCOE [website](#)