

## 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](#)