



## 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**

**Payroll**  
**304-291-9210**  
**Tracy Hines**

**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**