LEAVE WITHOUT PAY (LWOP)

LWOP may be authorized by the department head based on the workload and previous job performance and attendance record. LWOP may be authorized when it is necessary for an employee to be absent from duty, and that employee’s appropriate paid leave entitlements have been exhausted. The period of absence shall be less than one calendar month. In addition, an employee may be placed on LWOP due to lack of work within the department, financial restraints, disciplinary reasons, or when proper leave request procedures are not followed. If LWOP is requested, the employee must immediately complete Time and Attendance Change Request. LWOP may result in an employee’s pay warrant being canceled. An employee on LWOP the first working day of the month will not receive longevity pay entitlement for that month.

An employee on LWOP whose absence falls under the Family and Medical Leave Act, must follow the guidelines outlined in that section of the Employee Handbook.

Any LWOP related to sickness will require a physician’s/practitioner’s statement establishing the validity of the absence and the anticipated return date. Follow-up statements may be requested at the discretion of the department head or designee. If an employee is out three (3) or more days, he/she must bring a statement from the physician/practitioner stating that the employee may return to full duty.

For more information consult the: Employee Leave of Absence Without Pay Policy, 4.18.11, and Family and Medical Leave Policy, 4.18.7.

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