Leave without pay (LWOP) is a temporary unpaid status and absence from work that, in most cases, is granted to the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy.

1. Check leave balance
2. Leave balance available?
3. Contact Supervisor
4. Evaluate
5. Approve?
6. Notify Employee
7. Evaluate
8. Approve?
9. Notify Employee
10. Select Pay Code option for leave date(s)
11. Enter hours for selected date(s)
12. Save timescard
13. Review timescard
14. Timescard approved?
15. Approve
16. Review timescard for department
17. Timescard approved?
18. Approve
19. Review timescard for group
20. Timescard approved?
21. Complete sign-off for group
22. Manual data entry LWOP