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

1. Start
   - CallTime
     - 1. Check leave balance
     - 2. Leave balance available?

2. Vacation Process
   - CallTime
     - 3. Notify Supervisor

3. Sick Leave Process
   - CallTime
     - 4. Evaluate

4. CallTime
   - 5. Approve?
     - 6. Notify Employee
     - 7. End of pay cycle (for employee approval)

5. Supervisor
   - 8. Enter hours for selected date(s)
   - 9. Save timescard
   - 10. Review timescard
   - 11. Approve timescard?
     - 12. Approve
     - 13. Notify employee

6. Timekeeper
   - 14. Review timescards for department
   - 15. Approve timescard?
     - 16. Review timescards for group
     - 17. Complete sign-off
     - 18. Manual data entry
     - 19. End of pay cycle (for timekeeper sign-off)

7. End of process