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
   - Check leave balance

2. **Vacation Process**
   - Check leave balance available?

3. **Sick Leave Process**
   - Contact Supervisor

4. **Evaluate**
   - CallTime
   - Approved?

5. **Notify Employee**
   - CallTime
   - Notify Supervisor

6. **End**
   - End

7. **Multi-Activity Process**
   - CallTime
   - Evaluate
   - Approved?

8. **Notify Employee and Supervisor**
   - CallTime
   - Notify Timekeeper, Supervisor, and Employee

9. **Process**
   - HCM
   - Leave date(s)

10. **Workers Comp - LWOP**

11. **Multi-Activity Process**
    - CallTime
    - Select Pay Code option for leave dates

12. **Enter hours for selected dates**
    - End of pay cycle
    - For Timekeeper sign-off

13. **Save timesheet**
    - Review timesheets for group

14. **Complete sign-off for group**
    - End of cycle

15. **Manual data entry**
    - Workers Comp - LWOP

16. **End**
    - End