LWP is a temporary paid status and absence from work that, in most cases, is granted at the employee's request. In most instances, granting LWP is a matter of supervisory discretion and may be limited by agency internal policy.


**Employee**
1. Check leave balance
2. Leave balance available? – LWP process
3. Contact Supervisor
4. Contact Supervisor
5. Review leave balance
6. Notify Employee
7. Notify Employee
8. Enter hours for selected date(s)
9. Save timesheet
10. Review timesheet
11. Timesheet approved?
12. Review timesheet
13. Timesheet approved?
14. Notify Employee
15. Approve
16. Review timesheets for department
17. Timesheets approved?
18. Complete sign-off for group

**Supervisor**
4. Evaluate
5. Approve
6. Notify Employee
7. Notify Employee
8. Enter hours for selected date(s)
9. Timesheet approved?
10. Timesheet approved?
11. Notify Employee
12. Approve
13. Review timesheets for department
14. Timesheets approved?
15. Approve
16. Review timesheets for group
17. Timesheets approved?
18. Complete sign-off for group

**Timekeeper**
4. Evaluate
5. Approve
6. Notify Employee
7. Notify Employee
8. Enter hours for selected date(s)
9. Timesheet approved?
10. Timesheet approved?
11. Notify Employee
12. Approve
13. Review timesheets for department
14. Timesheets approved?
15. Approve
16. Review timesheets for group
17. Timesheets approved?
18. Complete sign-off for group

**End**
- No data auto passed to PPS
- No manual data entry to PPS