CalTime Process: LEAVE WITH PAY [LWP] – •Medical Leave Paid Academics

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. Medical Leave Paid Academics is only for Academic faculty in jobs that do not accrue sick leave.

1. Check leave balance available?
   - Yes: LWPP Process
   - No: Leave balance not available

2. Contact Supervisor

3. Evaluate

4. Approve?
   - Yes: Contact Leave Administrator
   - No: Notify Employee

5. Notify Employee

6. Notify Leave Administrator

7. Evaluate

8. Approve?
   - Yes: Notify HCM, Leave Coordinator, and Supervisor
   - No: Notify Leave Coordinator, Supervisor, and Employee

9. Leave coordinate, Supervisor, and Employee

10. Notify Timekeeper, Supervisor, and Employee

11. Select Leave Code Options for Leave

12. Enter Hours for selected day(s)

13. Save timesheet

14. Review timesheets for group

15. Timesheets approved

16. Complete sign-off for group

End