
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.

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 accepted?
15. Approve
16. Review timescards for department
17. Timescard received?
18. Approve
19. Review timescards
20. Complete sign-off for group
21. End of Pay Cycle (for Timekeeper sign-off)
22. End of Pay Cycle (for Supervisor approval)
23. End