Leave with Pay (LWP) Process – Union Business Leave

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 available
2. LWBP Process
3. Contact Supervisor
4. Evaluate
5. Approve
6. Notify Employee
7. Select Pay Code option for Leave Date(s)
8. Enter hours for selected date(s)
9. Save timescard
10. Review timescard
11.1. Edit
12. Remove approval
13. Review timescard for department
14. Approve
14.1. Notify Employee
15. Approve
16. Review timescards for group
17. Timescards approved?
18. Complete sign-off for group

End of Pay Cycle
- For Supervisor approval
- For Employee
- For Timekeeper sign-off

Note: No data auto passed to PPS
- No manual data entry into PPS