Leave with Pay (LWP) Process

1. Check leave balance available?
2. Leave balance available?
3. Contact Supervisor
4. Evaluate
5. Approve?
6. Notify Employee
7. Evaluate
8. Approve?
9. Notify Timekeeper, Supervisor, and Employee
10. Notify Timekeeper, Supervisor, and Employee
11. Select Pay Code option for leave date(s)
12. Enter hours for selected date(s)
13. Save timecard
14. Review timecards for group
15. Timecards approved?
16. Complete sign-off for group

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.