Sick leave is a paid absence from duty. Workers’ Compensation benefits are available to most workers who are injured on the job or contract a work-related illness.

**Employee**
- 1. Check leave balance
- 2. Leave balance available?
  - yes: LWOP Process
  - no: Contact Supervisor
- 3. Contact Supervisor
- 4. Evaluate
- 5. Approve?
  - yes: Notify Employee
  - no: Contact Leave Administrator

**Supervisor**
- 5.1 Notify Employee
- 6. Approvers
  - yes: Notify Employee
  - no: Contact Leave Administrator
- 7. Evaluate
- 8. Approve?
  - yes: Notify Employee
  - no: Notify Timekeeper and Supervisor
  - yes: Timekeeper Edit

**Leave Administrator**
- 8.1 Notify Employee and Supervisor
- 9. Notify Employee
- 9.1 Enter leave date(s)
- 10. Select Pay Code option for leave date(s)
- 11. Enter hours for selected date(s)
- 12. Save timecard
- 13. Review timecard
- 14. Make edit
- 14.1 Make edit
- 15. Approve
- 15.1 Notify Employee

**Timekeeper**
- 16. Review timecards for department
- 17. Timecard accurate?
  - yes: Notify Employee
  - no: Review timecards for group
- 18. Approve
- 19. Review timecards for group
- 20. Timecards accurate?
  - yes: Complete sign-off for group
  - no: Review timecards for group
- 21. Complete sign-off for group
- 22. Auto data feed [CallTime to PPS]: for Timekeeper sign-off

**Additional Notes**
- Workers Comp Sick
- End of Pay Cycle [for Supervisor approval]
- End of Pay Cycle [for Timekeeper sign-off]