

Leave of Absence Without Pay

General

An employee, who exhausts all available paid leave for which they are eligible, will be placed in a Leave Without Pay status (LWOP). LWOP may be authorized as a result of an approved Leave of Absence Without Pay ([See HOP 5-4610](#)) or as a result of coverage under the Family and Medical Leave Act ([See HOP 5-4310](#)).

Unauthorized Leave Without Pay

An employee, who is in a LWOP status without the benefit of an approved Leave of Absence Without Pay or coverage under Family and Medical Leave, is in an unauthorized status and considered unavailable for work. [HOP 5-2420](#) cites unavailability for work as unacceptable conduct for which disciplinary action, up to and including **dismissal**, may be imposed.

Impact of Leave Without Pay on Pay and Benefits

LWOP status may impact receipt of pay, eligibility for paid holidays, Premium Sharing, and Retirement Service Credit. Contact Human Resource Services—Benefit Services at 471-4772 for further information.