



## Leave without Pay Information

**LEAVE WITHOUT PAY: (LWOP)** LWOP is a temporary nonpay status granted to cover an approved absence upon the employee's request. LWOP may be for a few days to cover a vacation or family emergency, or it may be for up to 150 days vs. 12 mos. to allow an employee the opportunity to look for a federal job after a Permanent Change of Station (PCS) move. There are both mandatory and discretionary reasons to approve of LWOP.

- **Mandatory LWOP** (by law or regulation) is granted in the following circumstances to:

- A disabled veteran for medical treatment related to a service-connected disability.
- A member of the Reserve or National Guard to perform military training or active duty.
- An employee who invokes the Family Medical Leave Act. (FMLA).
- An employee receiving compensation from the Office of Workers' Compensation Program.
- Dependent spouses who are required to relocate because of a PCS move may be eligible if they meet all the requirements below. Also eligible are former spouses of sponsors following death, divorce or legal separation if they accompanied the sponsor on a PCS to the current duty station. The supervisor may immediately fill a position if the employee is eligible for LWOP under this circumstance only.

--- Criteria for LWOP for a Dependent Spouse:

1. Must be in a permanent position (Not Term or Temporary)
2. Must be hired on a Career, Career-Conditional or Schedule A dependent hire appointment
3. If hired under Schedule A dependent hire authority, must have at least 12 months service overseas.
3. Must submit a copy of the PCS orders listing the employee as a dependent.
4. Must submit 2- SF-52's: one for LWOP and the other for resignation

- **Discretionary LWOP** is granted only when it is apparent that it will result in increased job ability; protection or improvement in the employee's health, or the retention of a desirable employee. LWOP for discretionary reasons is limited to 90-day periods or less. A SF-52, Request for Personnel Action must be submitted for all LWOP over 30 days. Decisions to grant LWOP are not automatic, except as required by law or regulation. LWOP for discretionary reasons is normally not granted when it is known that the employee will not return to the area. Supervisors may not fill a position when LWOP is granted for discretionary reasons.

If you have further questions concerning LWOP call the Employee Relations Section, DPCE, at 480-2008.

435 MSS/DPCE Unit 3220 Box 365 APO AE 09094 Ramstein AB Germany  
Building 2120 Phone: 480-2196 Fax: 480-7054

Web Page Address: <http://www.ramstein.af.mil/435mss/cpo>