What is LWOP?
An employee who is absent from work and does not have enough available paid leave to cover the absence is on LWOP. The employee must use all available and appropriate paid leave before being placed on LWOP.*

LWOP may occur in whole-day or partial-day increments.

Supervisor Responsibilities
• Track leave balances carefully for your benefits-eligible staff. Pay special attention to probationary employees and those who generally carry low balances.
• Consult with DHFS HR/Payroll if you have an employee who is anticipating a lengthy absence. We can help you determine if LWOP will be an issue.
• Make sure you and your employees stay caught up on electronic timesheets.
• If you know or suspect one of your employees will go on LWOP, put in an HR/Payroll ticket on or before the first date of LWOP.

Timekeeping

TimePro
Use the type “LWOP” to record LWOP hours. (LWOP is different from 10/11-month time off.)

Electronic Timesheets
Have the employee record LWOP under Absent Time, using the option for “Leave of Absence” on the pull-down menu. When the timesheet comes to the supervisor for approval, it will read “LWOP.”

How does LWOP Affect the Employee?

Payment Amount:
• The paycheck for the period in which the LWOP occurred will be reduced by the amount of LWOP.
• If the LWOP occurs on the first work day of the month, the employee will not receive that month’s longevity payment.

Payment Timing:
• LWOP may result in a check delay. LWOP that occurs—or is reported—after the monthly check deadline (mid-month) will likely mean a delayed check.
• If the paycheck is delayed, the employee will be paid on a semi-monthly check release date, usually the 7th of the month. Occasionally longer delays may occur, and the employee would be paid on the 22nd.
• Under most LWOP circumstances, an emergency check is not an option. Exceptions are reviewed on a case-by-case basis and must have AAD approval.**

Holidays (see “LWOP and UT Holidays”)
• Employees on a full day of LWOP the day before or the day after a UT Holiday will not receive payment for that holiday.

Leave Balances
• Employees on LWOP for an entire calendar month do not accrue vacation and sick leave for that month.
• Not all accrued leave may be available to use. If the employee hasn’t worked in the month the leave was accrued, it is frozen until the employee returns to work.

Insurance
• Employees on LWOP for an entire calendar month will need to pay their full health insurance premium.*** HRS will send the employee a letter with instructions for making this payment.

Probation and Corrective Action
• LWOP during an employee’s 180-day probationary period will extend probation by the amount of LWOP.
• Unexcused/Unapproved LWOP may be cause for disciplinary action, up to and including dismissal, for unavailability for work.

*Exceptions*

Family and Medical Leave (FML) ** ***
** Employees on approved FML may request an emergency check if their regular monthly check is delayed to adjust for LWOP.
*** The university will continue to pay premium sharing for employees on approved FML. The employee would only need to pay their portion (dependent coverage, dental, etc.).

Workers’ Comp Insurance (WCI) *
* Employees absent for a work-related injury that has been approved under WCI may choose to go on LWOP before their paid leave runs out. They may choose to use only their sick leave and save their vacation, or they may choose to save all their paid leave and go on LWOP.

Short-Term Disability (STD) *
* Employees with an approved STD claim may choose to freeze all or part of their leave time during the STD-covered period and go on full or partial LWOP.

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