Processing Leave Without Pay

LOA/LWOP
PEOPLESOFT PROCEDURES

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1. LOA Personnel Action Request (General)

Initial (General)

An LOA (Leave of Absence) Personnel Action Request (PAR) in PeopleSoft is required when an employee is in a Leave Without Pay (LWOP) status for a period of more than 30 calendar days or due to several other types of non-pay absences, including:

(a) Absence due to military leave not covered under 38 USC 4301 et. seq. also known as "Military Furlough" (*see Military Furlough PARS*);
(b) Placement in a non-pay status due to an employee's participation in the Public Sector Workers' Compensation Program;
(c) LOA/LWOP approved under Family and Medical Leave Program or disability program (see *FMLA LWOP PARs*);
(d) LOA/LWOP subject to Personnel Exchange Program in Chapter 27 of the D.C. personnel regulations;
(e) Any period of LOA/LWOP not described above that is scheduled for more than 30 calendar days.

PeopleSoft Processing – LWOP Initial (General)

To process an LOA/LWOP PAR in PeopleSoft, HRAs should follow the following steps:

1. Check to ensure the PAR contains all required documents for the request. Agencies must submit a DCSF 1199 and any supporting documentation as needed.
2. Ensure the effective date for the personnel action in PeopleSoft is correct.
3. Use the drop-down boxes in PeopleSoft to select the action, reason code, nature of action code, legal authority, and remarks as shown below:

Action	LOA (Leave of Absence)
Reason Code	(Select the appropriate reason)
NTE Date	<Add Date>
NOA Code	460 – Leave Without Pay
Legal Authority Code	164
Remarks (Required)	Y81

4. Continue to fill in the remaining tabs for the record in PeopleSoft, as applicable.

Extension (General)

Circumstances may require extending the period an employee is placed on LWOP.

PeopleSoft Processing – LOA/LWOP Extension (General)

To process an extension to a LOA/LWOP PAR in PeopleSoft, HRAs should follow the following steps:

1. Check to ensure the PAR contains all required documents for the request. Agencies must ensure the extension request clearly shows the reasons for granting the extension and the length of the additional leave within the "Remarks" section.
2. Ensure the effective date for the personnel action in PeopleSoft is correct.
3. Use the drop-down boxes in PeopleSoft to select the action, reason code, nature of action code, legal authority, and remarks as shown below:

Action	LOA (Leave of Absence)
Reason Code	(Select the appropriate reason)
NTE Date	<Add Date>
NOA Code	**773 – Ext. of Leave Without Pay**
Legal Authority Code	164
Remarks (Required)	Y81

4. Continue to fill the remaining tabs for the record in PeopleSoft, as applicable.

Return to Duty (Limited Cases)

Certain types of non-pay status allow employees to retain time-in-service credit for the entire time they were placed in a non-pay status for the purposes of within-grade step increases, retention purposes, and other rights and benefits based upon length of service. These types of non-pay statuses include:

(1) Disability compensation under the Public Sector Workers' Compensation Program in accordance with D.C. Official Code § 1-623.01, or

(2) Military Furlough - Military duty pursuant to the employee's restoration rights under 38 United States Code §§ 4312.

PeopleSoft Processing – Return to Duty (Limited Cases)

To process a Return to Duty PAR in PeopleSoft for these specific periods of non-pay statuses, HRAs should follow the following steps:

1. Check to ensure the PAR contains all required documents for the request. In order to receive credit for time served, agencies must submit a copy of the military orders releasing the employee from full-time active-duty service or a document returning the employee from the workers' compensation program.

2. Enter the effective date for the personnel action in PeopleSoft and make sure that the date in the NTE Date field has been removed.

3. Use the drop-down boxes in PeopleSoft to select the action, reason code, nature of action code, legal authority, and remarks:

Action	RFL (Return from Leave)
Reason Code	RFL (Return from Leave)
NOA Code	292 Return to Duty Status
Legal Authority Code	069
Remarks (Required)	Y83

4. On the Compensation Data tab and if applicable, ensure that the step field includes any within-grade step(s) that were missed while the employee in a non-pay status.

5. Continue filling the remaining tabs for the record in PeopleSoft, as applicable.

2. Military Furlough PAR

Initial (Military Furlough)

A **Personnel Action Request (PAR)** in PeopleSoft is required when an employee who is a member of a reserve component of the U.S. Armed Forces or a member of the National Guard goes on **Military Furlough**, which is a period of extended absence without pay while on extended active duty for general military service pursuant to 38 United States Code § 4312. This type of absence is distinguished from military leave, which is governed by § 1262 in the DPM.

PeopleSoft Processing – Military Furlough Initial

To process an initial Military Furlough PAR in PeopleSoft, HRAs should follow the following steps:

1. Check to ensure the PAR contains all required documents for the request. Agencies must submit a DCSF 1199 and a copy of the employee's military orders activating the employee to full-time active-duty service.
2. Ensure the effective date for the personnel action in PeopleSoft is correct.
3. Use the drop-down boxes in PeopleSoft to select the action, reason code, nature of action code, legal authority, and remarks as shown below:

Action	LOA (Leave of Absence)
Reason Code	MIL (Military)
NTE Date	<Add Date>
NOA Code	460 – Leave Without Pay
Legal Authority Code	164
Remarks (Required)	Y74
Remarks (If Applicable)	Z01, N13

4. Continue to fill in the remaining tabs for the record in PeopleSoft, as applicable.

Extension (Military Furlough)

Circumstances may require extending the period an employee is placed on Military Furlough.

PeopleSoft Processing – Military Furlough Extension

To process an extension to a Military Furlough PAR in PeopleSoft, HRAs should follow the following steps:

1. Check to ensure the PAR contains all required documents for the request. Agencies must ensure the extension request contains a copy of the employee's military orders activating the employee to full-time active-duty service.
2. Ensure the effective date for the personnel action in PeopleSoft is correct.
3. Use the drop-down boxes in PeopleSoft to select the action, reason code, nature of action code, legal authority, and remarks as shown below:

Action	LOA (Leave of Absence)
Reason Code	(Select the appropriate reason)
NOA Code	**773 – Ext. of Leave Without Pay**
Legal Authority Code	164
Remarks (Required)	Y74, Y86

Action	RFL (Return From Leave)
Reason Code	RFL (Return From Leave)
NOA Code	293 – Return to Pay Status
Legal Authority Code	033 (Education), 070 (Career), 154 (MSS), 156 (Legal), 157 (SEAS), 159 (Excepted)
Remarks (Required)	Y83 Remarks needed, non-standard.
Remarks (If Applicable)	Z01, N13

4. Include a detailed explanation of the reasons behind the extension request and the duration in the "Remarks" section.
5. Continue to fill in the remaining tabs for the record in PeopleSoft, as applicable.

3. Family and Medical Leave Act (FMLA) LOA/LWOP PAR

Initial (FMLA LWOP)

A **Personnel Action Request (PAR)** in PeopleSoft is required when an employee is on approved FMLA, has exhausted their paid leave, and is placed on LOA/LWOP for more than 30 days for the remainder of their FMLA leave.

PeopleSoft Processing – LWOP Initial

To process an LOA/LWOP PAR in PeopleSoft, HRAs should follow the following steps:

1. Check to ensure the PAR contains all required documents for the request. Agencies must submit a DCSF 1199, an approved letter from FMLA Coordinator, and any other supporting documentation.
2. Ensure the effective date for the personnel action in PeopleSoft is correct.
3. Use the drop-down boxes in PeopleSoft to select the action, reason code, nature of action code, legal authority, and remarks as shown below:

Action	FMLW (Family Medical Leave without Pay)
Reason Code	(Select the appropriate reason)
NTE Date	<Add Date>
NOA Code	460 – Leave without Pay
Legal Authority Code	164
Remarks (Required)	Y81

4. Continue to fill in the remaining tabs for the record in PeopleSoft, as applicable.