

Process Breakdown

Employee Submits LWOP Request

To request LWOP, the employee must submit an Application for Leave, electronically or by paper, to their direct supervisor. See "How do employees request LWOP?"

Classified and bi-weekly, unclassified employees should submit a paper SF-6 Application for Leave.

Academic and monthly, unclassified employees should submit an electronic SF-6 Application for Leave Form within PeopleSoft Self-Service.

Supervisor Reviews LWOP Request

The supervisor is responsible for reviewing the leave request and submitting a response, either approved or denied, to the employee.

The employee's request should be given fair consideration and a timely response.

The supervisor should review the employee's paid leave balances to ensure that other leave options are not bypassed.

Supervisor Approves LWOP

To approve the leave request, the supervisor must sign the approval block on the paper form or approve electronically within PeopleSoft Manager Self-Service.

The supervisor is responsible for maintaining record of all paper leave requests submitted by their employees. Record of electronic leave requests are maintained within PeopleSoft.

It is best to set a calendar reminder to follow-up with the employee as the return date approaches.

Supervisor Notifies HRM

The supervisor notifies HRM immediately upon LWOP approval by emailing HRMLWOP@LSUHSC.EDU using the email template available in this guide. See "Send Notice of LWOP to HRM".

Notice should be given to HRM even if the return date is unknown. The supervisor may send a subsequent email once the return date is determined.

Employees Takes Leave

If the employee is on LWOP for 30 or more consecutive calendar days, a PER-3 form should be submitted to HRM so that the service time for leave accrual purposes can be adjusted.

Timekeeper enters LWOP into PeopleSoft

Timely entry of LWOP into PeopleSoft is the responsibility of the timekeeper. LWOP must be entered by or before the processing date for the corresponding pay period.

The timekeeper may be the supervisor or department designee.

Non-timekeeping supervisors are still responsible for communicating LWOP absences to the department designee in advance to allow adequate time to meet the processing deadline.

Supervisor Follows-Up with Employee

A good practice is for the supervisor to contact the employee as the return date approaches to confirm the employee's schedule.

Should the employee need to extend leave due to medical, family, or other good causes, the employee should submit a new Application for Leave Form.

Supervisor Notifies HRM of Return or No-Show

On the employee's return date, the supervisor should notify HRM of the employee's return or no-show.

[Application for Leave](#)

[PeopleSoft Sign-In](#)

[PER-3](#)