

HOW LEAVE WITHOUT PAY (LWOP) / NON-PAY STATUS EFFECTS YOU

Determination

- Number of Days/Hours in LWOP/Non-pay Status Allowed Without Penalty
Initial Appointment or Supervisory/Managerial Probationary Period
- Any Non-pay time in excess of 22 working days extends the probationary period by that number of days.

Career Tenure

- Any non-pay time in excess of 30 calendar days for each period of absence extends the service date for career tenure by that number of days

Leave

- If employee is in non-pay status for an entire pay period, no annual or sick leave is earned for that pay period. If non-pay time occurs during part of one or more of a Full time employee's pay periods, the employee continues to earn leave until the non-pay time totals 80 hours. Then leave is reduced by the amount the employee earns.

Service Computation Dates

- 6 months of non-pay time is creditable. The employee's SCD must be adjusted by the amount of non-pay time in excess of 6 months in one calendar year. (Excess time is added to employee's SCD.)

General Schedule Within-grade Increases

Waiting Period for Step	Non-pay Time Allowed
2-3-4	2 workweeks (80 hrs for FT employee)
5-6-7	4 workweeks (160 hrs for FT employee)
8-9-10	6 workweeks (240 hrs for FT employee)

Federal Wage System Within-grade Increases

Waiting Period for Step	Non-pay Time Allowed
2	1 workweeks (40 hrs for FT employee)
3	3 workweeks (120 hrs for FT employee)
4-5	4 workweeks (160 hrs for FT employee)

FEGLI Coverage

- FEGLI coverage continues without cost to the employee for up to 12 months in non-pay status. Coverage is terminated after employee has been in a non-pay status for 12 months. (Previous time in non-pay status counts toward the 12 months if employee did not return for at least 4 consecutive months.)

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FEHB Coverage

- You have 31 days (45 days for employees residing overseas) to elect to continue coverage or terminate your enrollment. If you elect to continue coverage, you must elect to submit direct payments or incur a debt. If you elect to terminate coverage, (or the enrollment automatically terminates), your health insurance will take effect at the end of the last pay period in which premiums were withheld from pay.

LWOP FOR RELOCATION

- If you are accompanying a military or DoD sponsor, contact your personnel office for further guidance. You must keep your supervisor and/or personnel office informed of your status while on LWOP. Contact your supervisor if you want an extension to your LWOP. Your supervisor must submit SF-52 to personnel for any extension. If you accept another federal position, contact your personnel office immediately to prevent erroneously processing your resignation.

Note: If absence is to perform duty with the uniformed services or because of compensable injury, there is no penalty for the non-pay status. The time credited for length of service purposes is just as though the employee had remained in pay and duty status.