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B. Formal LWOP (more than 15 working days)

1. Submit a Leave Request Form (.pdf) to their supervisor at least 30 days in advance of the leave. If 30 days notice is not practicable, notice shall be given as soon as the event necessitating the leave becomes known to the employee. Situations with extenuating circumstances will be handled on a case-by-case basis. Failure to provide timely notice may delay approval of the leave.
2. Complete and submit the Employee Clearance Form (.pdf) to the Leave Program Manager prior to the start of an extended LWOP (greater than six months).

Department Responsibilities

1. If the leave is for 15 working days or less, meet with the employee to discuss the leave request and ascertain circumstances supporting the request for informal LWOP. At your discretion, you may grant an informal LWOP