

**SUBJECT:** Leave without Pay (LWOP)

**NEW MATERIAL:** USAID will offer LWOP as an option for direct-hire employees on a strictly voluntary basis in those instances where the employee's absence will not disrupt office operations. Employees and supervisors are advised to review carefully the following information before requesting or approving leave without pay.

**EFFECTIVE DATE:** 12/01/2005

ADMINISTRATOR	USAID/General Notice A/AID 12/01/2005
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**SUBJECT:** Leave without Pay (LWOP)

The Foreign Operations, Export Financing, and Related Programs Appropriations Act of 2006 was signed on November 14, 2005. The Act sets the Agency's Operating Expense (OE) appropriation for FY 2006 at \$630 million, which is significantly less than our request of \$681 million.

An Executive Notice dated 10/31/2005 advised that an Agency task force was established to identify measures for immediate OE savings and to provide a plan for long-term changes to our business model. The task force has received many thoughtful suggestions that are being carefully considered.

Many of you have expressed an interest in taking leave without pay (LWOP). We would like to offer this as an option for direct-hire employees on a strictly voluntary basis in those instances where the employee's absence will not disrupt office operations. Employees and supervisors are advised to review carefully the following information before requesting or approving leave without pay.

Leave without pay is a temporary, non-pay status and absence from duty, granted with administrative discretion, upon an employee's written request. As a part of this cost-saving initiative, an employee may request LWOP up to 30 days during the fiscal year, whether intermittent or continuous. For example, an employee could request LWOP for one week followed by one day per week for the next 25 weeks or a period of up to six weeks. In reviewing requests for LWOP, the approving officer should carefully consider the impact of such absences on the work of the office.

Employees who are interested in requesting LWOP should refer to OPM's website located at: [http://www.opm.gov/oca/leave/html/lwop\\_eff.htm](http://www.opm.gov/oca/leave/html/lwop_eff.htm) for additional information

on extended leave without pay on Federal benefits and programs. Foreign Service career candidates' use of LWOP should be restricted to less than 80 hours in one year because LWOP exceeding that amount will adversely affect the employee's three-year trial period during his/her five-year limited appointment.

For planning purposes, employees should also be aware that holidays occurring within a period of non-pay status for which pay would otherwise be received are recorded as LWOP. If the employee is in a pay status at the close of business on the last workday preceding the holiday or at the beginning of business on the first workday following the holiday, the employee receives pay for the holiday.

All LWOP requests must be made in writing on OPM Form 71 and must include the proposed beginning and ending dates. For overseas employees, the Mission Director is the approving officer for LWOP for 30 days or less. For USAID/W employees, the second level supervisor is the approving official.

Employees and their supervisors are required to record the hours of approved LWOP on the employee's biweekly time and attendance submission. For time and attendance purposes, LWOP is coded as "LW".

For additional information on leave without pay, please refer to ADS 480, Leave.

POINT OF CONTACT: Questions regarding this Notice may be directed to Joann Jones, M/HR/PPIM, on (202) 712-5048.

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_0516_120605_cd42	12/01/2005	12/01/2005		CD 42	This IU will be cancelled once the policy in it is incorporated into the ADS.

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