

## **Leave Without Pay – LWP**

Leave Without Pay (**LWP**) is the time reporting code that will “dock” the pay of a board-approved employee for time off that **has not** been approved. The LWP time reporting code will dock the pay even if an employee has sick or vacation leave time available. Listed below are examples of when this code should be used:

- employee has a tardiness issue
- employee does not have enough sick time to cover personal time

Since this code may have immediate or future implications for employee disciplinary action, please **DO NOT** use this code until you have contacted a representative in Employee Relations.

For additional information about using this time reporting code, please contact one of the Employee Relations staff listed below:

### **Employee Relations Contacts:**

Judy Castellanos  
Sr. Manager of Employee Relations  
480.731-8480  
judy.castellanos@domail.maricopa.edu

Chrissy Springfield  
Coordinator of Employee Relations  
480.731-8752  
chrissy.springfield@domail.maricopa.edu

**Special Note** – Employee Relations in collaboration with Employee & Organizational Learning will be developing a 1.5-2 hour training session to cover effective documentation practices specific to attendance. This is scheduled to be available by February 1, 2007 and will be offered on a monthly basis through June 30, 2007.