

LIAISON MEMORANDUM NUMBER 13-24

To: Agency Liaison Officers

From: Cindy Rougeou
Executive Director

Re: Reporting Leave Without Pay (LWOP)

Date: October 24, 2013

The topic of reporting Leave Without Pay (LWOP) was the subject of much discussion at the annual LASERS Open Forum. This memorandum is designed to address the issues raised.

For agencies using the ISIS payroll system, no specific reporting of LWOP to LASERS is required. Rather, the LWOP information is reported to the SOLARIS system in LASERS via ISIS. Agencies will be contacted in the event that LWOP taken in pay periods that preceded the SOLARIS system becomes relevant in the calculation of retirement benefits.

For non-ISIS agencies, it is necessary to report LWOP to LASERS. The reporting of LWOP should be on a going forward basis. If information is needed on prior periods due to reporting of inconsistent wages, LASERS will contact the agency for details.

When using Employer Self-Service to report LWOP in SOLARIS, the beginning and ending dates of the leave should be entered. The same date range method of reporting is used if the leave was a partial or a full day.

LWOP of less than eight hours in a single work day should be reported by entering the same date as both the beginning and ending date of the leave. For example, if an employee is on LWOP for 2 hours on April 20, 2013. You will enter a begin date of 04/20/2013 and an end date of 04/20/2013. If an employee is on LWOP for two hours each day from July 8 to July 19, 2013, you will enter a begin date of 07/08/2013 and an end date of 07/19/2013. It is not necessary for you to enter the LWOP daily in this situation.

Reporting LWOP is important throughout an employee's career, but it is especially important at the end of one's career. Intermittent LWOP early in a career may not affect the employee's final average compensation (FAC), but it might affect their service credit. Incorrect reporting could lead to incorrect estimates as well as eligibility issues.

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