

LIAISON MEMORANDUM
NUMBER 20-03

To: Agency Liaison Officers

From: Cindy Rougeou
Executive Director

Re: Reporting Leave without Pay (LWOP) for Non-LaGov Agencies

Date: February 11, 2020

Reporting Leave without Pay (LWOP) is important throughout an employee's career, especially at the end of one's career due to its potential impact in reducing benefits. Incorrect reporting could lead to incorrect estimate amounts, as well as eligibility issues.

LaGov agencies are not required to directly report instances of LWOP to LASERS, as this information is provided automatically via the file transmission. However, non-LaGov agencies should report instances of LWOP directly to LASERS via Employer Self-Service (ESS). Instances of LWOP should be reported on an ongoing basis. If information is needed on prior periods not previously reported to LASERS, then the agency may be contacted directly for details.

When using ESS to report LWOP, the beginning and ending dates of the leave should be entered along with a reason for LWOP. 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, an employee was on LWOP for two hours on December 3, 2019. Therefore, the LWOP begin and end date would be reported in ESS as 12/03/2019. If an employee was on LWOP for two hours each day from December 3 to December 31, 2019, then the begin date in ESS would be reported as 12/03/2019 and the end date as 12/31/2019. It is not necessary to enter LWOP daily in this situation.

For more detailed information on reporting LWOP through ESS, please view the Service Credit chapter of the Employer's Guide found at www.lasersonline.org.

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Cindy Rougeou, Executive Director