



# Leave Without Pay (LWOP) Status

Understanding Impact to the Employee, Centers, and NSSC Processes

**NASA Shared Services Center (NSSC)**

**Human Resources (HR) Services Division**

Updated February 25, 2016

- Purpose
- How to Determine if an Employee has been in an LWOP Status
- Regular LWOP Personnel Actions
- Benefits Counseling
- Impacts of LWOP Status
- 4-Month Rule

This presentation is provided as a resource to the NASA Human Resources (HR) community. It provides an overview of the following:

- To ensure Leave Without Pay (LWOP) actions are submitted by the Centers to the NASA Shared Services Center (NSSC) correctly and in a timely manner.
- To ensure employees in an LWOP status are provided counseling so they understand the impact to their benefits, personnel data, and payroll records.

- Every pay period, Center HR Offices should determine if any of their Center employees have been in an LWOP status. The Web-based Time and Attendance Distribution System (WebTADS) has the following reports to assist in determining status:
  - Extended LWOP Report
  - Center Leave Analysis Report
- The Center HR Offices should review the reports to identify any employees who have not been previously identified as being in an LWOP status as well as how long each employee has been in that status.

- For Employees in LWOP Status More than 30 Calendar Days:
  - Center HR Point of Contact (POC) initiates the LWOP action (SF 52, Request for Personnel Action), and forwards to the NSSC Personnel Action Processing (PAP) Team through the Federal Personnel/Payroll System (FPPS).
    - » Center HR POCs should initiate LWOP actions when an employee is anticipated to be out more than 30 days.
    - » Center HR POCs should initiate LWOP actions after an employee is identified as having been out more than 30 days.
- For Employees in LWOP Status Less than 30 Calendar Days:
  - No LWOP action is needed.

- For Employees in LWOP Status More than 30 Calendar Days:
  - The Center HR POC should have the employee contact the NSSC Customer Contact Center and request to speak to the Benefits Processing Team.
  - The employee will receive counseling on the impacts that a nonpay status will have on his/her benefits.
- For Employees in LWOP Status Less than Calendar 30 Days:
  - The Center HR POC should contact the NSSC Customer Contact Center and request to speak to the Benefits Processing Team to determine if there will be any impacts to the employee's benefits while the employee is in a nonpay status.
  - If there are impacts, the Center HR POC will have the employee contact the NSSC Customer Contact Center and request to speak to the Benefits Processing Team.

**NSSC Customer Contact Center  
1-877-677-2123**

- An employee may have several impacts when he/she is placed in a nonpay status for an extended amount of time. The following is a list of impacts the employee should be aware of when he/she is placed in a nonpay status:
  - Health Benefits
  - Life Insurance Benefits
  - Service Computation Dates
  - Annual and Sick Leave
  - Career Tenure
  - Wage Grade Increases
- To view a complete list of impacts, please view the [OPM Fact Sheet: Effect of Extended Leave Without Pay \(LWOP\) \(or Other Nonpay Status\) on Federal Benefits and Programs.](#)

- The 4-Month Rule applies to employees who participate in:
  - Federal Employees Health Benefits (FEHB) Program
  - Federal Employees' Group Life Insurance (FEGLI) Program
- Employees can continue FEHB and FEGLI enrollment during an LWOP status for up to 365 days.
  - If the employee returns to pay status for **less than 4 consecutive months** and then returns back to LWOP status, the LWOP status is not considered to be broken and counts toward the 365 days.
  - If the employee returns to pay status for **at least 4 consecutive months** (during which the employee is paid for at least part of each pay period) and then returns back to LWOP status, the employee is entitled to begin a new 365-day period of continued enrollment in FEHB and FEGLI.

