

Fort Knox CPAC...



HR Tip of the Week

NON-PAY/NON-DUTY STATUS

During an employee's tenure in the Federal Government there may be times that an individual may be off work while receiving no pay. These times may be voluntary or involuntarily directed, or due to extraordinary circumstances. The specific types of non pay periods are:

Voluntary (requests requiring supervisory approval and/or appropriate corresponding documentation):

Leave-without-pay (LWOP) is a temporary non-pay status and an authorized absence from duty, issued when the employee has insufficient annual leave or sick leave, or compensatory time available to cover an approved absence. An employee does not have to exhaust annual or sick leave before requesting LWOP.

Absent - Uniformed Service employee is absent (whether in pay or non-pay status) to perform duty with the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA – 38 U.S. Code chapter 43).

Seasonal employee is one who works on an annual recurring basis and for less than 2,080 hours per year, and is placed in a non-pay status when not required to work.

Sabbatical is an absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience

Involuntary:

Furlough is a non-disciplinary action placing an employee in a temporary non-duty and non-pay status because of lack of work or funds or for other non-disciplinary reasons.

Suspension is the placement of an employee in a temporary non-pay status and non-duty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry.

It is appropriate, and required, to process a personnel action for:

- ✓ **Leave without pay** of 80 hours or more granted because of an on-the-job illness or an on-the-job injury.
- ✓ **Leave without pay** for uniformed service that is not subject to the provisions of 38 U.S.C. 4301 et. seq.
- ✓ **Leave without pay** subject to the Intergovernmental Personnel Act.
- ✓ **Leave without pay**, not described above, that is scheduled for more than 30 days.
- ✓ **Suspension** that is scheduled for one day or more.
- ✓ **Furlough** that is scheduled for one day or more.
- ✓ Placement in non-pay status actions for **seasonal employees**.
- ✓ Placement in **Absent - Uniformed Service status**.
- ✓ **Sabbatical**

Look for our next HR Tip regarding Federal Long Term Care Insurance Program (FLTCIP) Open Season