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**Chat history**

**You said:**

This is my company's leave without pay policy: Approval For Leave Without Pay INTRODUCTION Establishes the agency policy on the use of leave without pay (LWOP) REFERENCES WAC 357-31-121 through 357-31-374, RCW 49.76.020, RCW 49.17.062 SCOPE This policy applies to all agency employees. POLICY NO. 1 Employees Are Responsible For Notifying The Payroll Officer As Soon As They Know They Will Be Using Approved Leave Without Pay. POLICY NO. 2 Employees Absent From Work Are Strongly Encouraged To Use Accrued Sick Leave, Vacation Leave or Comp Time, In Accordance With WAC 357-31 And agency Policy, Prior To Requesting Leave Without Pay. Employee on an extended leave will be allowed to preserve and submit leave during this period in order to maintain benefits as allowed under WAC 182-12-131. POLICY NO. 3 An Employee’s Supervisor May Approve Leave Without Pay For the Following Reasons: • Employee has applied for or is receiving time loss compensation • Inclement weather • Family care emergencies (up to 3 work days per calendar year) • Approved Family and Medical Leave • Approved Parental Leave • Disability Leave Due to Pregnancy and/or Childbirth • Leave qualifies for paid sick leave use and the employee has no sick leave, vacation leave, or comp time accrued • Jury Duty POLICY NO. 4 An Employee’s Supervisor Must Approve Leave Without Pay For The following Reasons: • When an employee who is a volunteer fire fighter is called to respond to a fire, natural disaster,or medical emergency • If the employee or the employee’s family member is a victim of domestic violence, sexualassault, or stalking as defined in RCW 49.76.020 • Leave to be with a spouse or registered domestic partner who has been called to active duty inaccordance with WAC 357-31-373 • When an employee requests a day off for a reason of faith or conscience or an organizedactivity conducted under the auspices of a religious denomination, church, or religiousorganization in accordance with WAC 357-31-052 (up to two days per calendar year) • When an employee is on approved paid family and/or medical leave (PFML) • When a high-risk employee, as defined in RCW 49.17.062, seeks a reasonable accommodationto protect themselves from the risk of exposure to an infectious or contagious disease and itis determined that no other accommodation is reasonable beside the use of leave. • When an employee is granted a temporary leave of absence for service in an elective office orfor legislative service in accordance with WAC 357-31-374. POLICY NO. 5 The Appointing Authority May Approve Leave Without Pay For The Following Reasons: • Educational Leave • Military Leave • Leave for Government Service in the Public Interest • Leave Taken Voluntarily To Reduce The Effect Of An Agency’s Reduction In Force • Leave Authorized As Part Of A Reasonable Accommodation • Bereavement Leave • Personal Reasons POLICY NO. 6 Leave Without Pay That Is Not Approved Per This Policy Shall Be Considered An Unauthorized Absence.

**ChatGPT said:**

Your company's leave without pay policy seems comprehensive and covers a wide range of scenarios. It outlines various reasons for which leave without pay may be approved at different levels within the organization, ranging from the employee's supervisor to the appointing authority.

Policy No. 1 emphasizes the responsibility of employees to inform the payroll officer promptly when they intend to use approved leave without pay.

Policy No. 2 encourages employees to use accrued sick leave, vacation leave, or comp time before requesting leave without pay, unless specific circumstances apply.

Policy No. 3 lists reasons for which an employee's supervisor may approve leave without pay, including medical and family-related situations, as well as jury duty.

Policy No. 4 outlines situations where an employee's supervisor must approve leave without pay, such as emergencies, volunteer firefighting duties, and domestic violence situations.

Policy No. 5 specifies reasons for which the appointing authority may approve leave without pay, including educational leave, military leave, and bereavement leave.

Policy No. 6 states that leave without pay not approved according to this policy will be considered an unauthorized absence.

Overall, the policy provides clear guidelines for employees and supervisors regarding leave without pay, ensuring consistency and fairness in its application across the organization.

**You said:**

Based on this policy (and only this policy), please prepare a step by step procedure for how an employee can get approval for leave without pay. For each step, specify who the actor is and what they need to do.

**ChatGPT said:**

Sure, here's a step-by-step procedure based on the provided policy for an employee to get approval for leave without pay:

1. **Employee's Decision to Take Leave Without Pay**:
   * Actor: Employee
   * Action: The employee decides they need to take leave without pay for a specific reason.
2. **Notification to Payroll Officer**:
   * Actor: Employee
   * Action: The employee notifies the Payroll Officer as soon as they know they will be using approved leave without pay.
3. **Consideration of Accrued Leave**:
   * Actor: Employee
   * Action: The employee considers using accrued sick leave, vacation leave, or comp time before requesting leave without pay, unless specific circumstances apply.
4. **Submission of Request**:
   * Actor: Employee
   * Action: The employee submits a request for leave without pay to their supervisor, specifying the reason for the request and the duration of the intended leave.
5. **Approval by Supervisor (if applicable)**:
   * Actor: Supervisor
   * Action: The employee's supervisor reviews the request and approves it if it falls within the criteria outlined in Policy No. 3. The supervisor may also request additional information or clarification from the employee if needed.
6. **Approval by Supervisor (mandatory reasons)**:
   * Actor: Supervisor
   * Action: If the reason for leave without pay falls under the mandatory approval reasons outlined in Policy No. 4, the supervisor must approve the request.
7. **Escalation to Appointing Authority (if necessary)**:
   * Actor: Supervisor
   * Action: If the reason for leave without pay falls under the purview of the appointing authority, the supervisor forwards the request to the appropriate authority for approval.
8. **Approval by Appointing Authority (if applicable)**:
   * Actor: Appointing Authority
   * Action: The appointing authority reviews the request and approves it if it falls within the criteria outlined in Policy No. 5. They may also request additional information or clarification from the employee if needed.
9. **Final Confirmation**:
   * Actor: Employee
   * Action: Upon receiving approval from the supervisor or appointing authority, the employee confirms the details of the approved leave without pay, including the start and end dates, with their supervisor.
10. **Recording of Leave**:

* Actor: Payroll Officer
* Action: The Payroll Officer records the approved leave without pay in the employee's records and adjusts their pay accordingly.

1. **Unauthorized Absence**:

* Actor: Supervisor
* Action: Any leave without pay that is not approved according to the policies outlined shall be considered an unauthorized absence, and the supervisor will take appropriate action according to company policies and procedures.

This step-by-step procedure ensures that employees follow the necessary steps to obtain approval for leave without pay, while also outlining the responsibilities of supervisors and the appointing authority in the approval process.

**You said:**

Thank you.

**ChatGPT said:**

You're welcome! If you have any more questions or need further assistance, feel free to ask.

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ChatGPT can make mistakes. Check important info.