

NZDF

HR TOOLKIT

Leave Without Pay

Topic last updated: 03 Jun 21

Overview

Introduction

Leave without pay (LWOP) may be used to allow members of the NZDF to take extended breaks, for periods exceeding their leave entitlement.

A member should apply for and use their accrued leave before applying for a period of LWOP. Notwithstanding, SAP HCM will adjust the LWOP start date by deducting any accrued leave balance (not EQL) not used prior to the start of LWOP. Accrued leave includes AL, SD, EQL and EPL. If the member has any accrued EQL it should be applied for via ESS prior to going on LWOP.

The HRSC will monitor leave balances up to the point LWOP starts to ensure that any adjustments required to replace unpaid days with paid leave occur accurately.

LWOP Effect on other Conditions of Service/Employment

LWOP has the potential to affect other elements of a member's service/employment. It is strongly recommended that the extent of these effects should be reviewed prior to applying for a period of LWOP.

Life insurance cover may be affected by a member's absence from the workplace on unpaid leave. All members need to check their insurance, especially if it is covered by a superannuation scheme.

For members of the Regular Forces, the following are affected by LWOP greater than 91 days:

- rank seniority dates
- Resettlement Study Assistance (RSA), and
- honours and awards.

It is important to note that LWOP greater than 91 days will **not** count towards a member's Regular Force service, in turn impacting the eligibility for RSA.

Annual Leave Accrual

The accrual of annual leave for LWOP purposes for members of the NZDF will be applied as follows.

Where the total duration of the absence is...	then annual leave will...
less than or equal to 35 days	continue to accrue as normal.
more than 35 days	not accrue from the first day of the absence.

Approval Levels

When a member creates a LWOP request in ESS, the request is sent to the appropriate approver based on the following approval rules.

Members of the Armed Forces and General Service Hands

A LWOP request of...	will be approved by the...	Leave Type Code in ESS
less than or equal to 35 days	Commanding Officer.	LWOP >= 35 Days (Mil)
more than 35 days but less than or equal to 91 days	Commanding Officer. Note Requests for LWOP over 35 days must be made at least one month prior to its start.	LWOP > 35 Days (Mil)
over 91 days	Career Managers who will consult with the member's 1 Up Commander/Manager/CO as appropriate.	LWOP > 35 Days (Mil)

Members of the Civil Staff

A LWOP request of...	will be approved by the...	Leave Type Code in ESS
35 days or less	1 Up Manager.	Special Leave (Unpaid)
over 35 days	Manager (CO (E)) on the 1 Up Manager's recommendation. Note Requests for LWOP over 35 days must be made at least one month prior to its start.	Long Term - LWOP Civ

What you need to do

Member of the NZDF

In the first instance, discuss your intent to take LWOP with your immediate Commander/Manager to determine if your application would gain their support. They may need to consult with their Commander/Manager before they can grant provisional approval.

When you have provisional approval, you need to check to see if you have any accrued leave (AL, SD, EQL and EPL) and discuss/make arrangements with Commander/Manager, to use this leave before requesting leave without pay. Once you have made arrangements to take your accrued leave, you can then complete a request for LWOP via the leave form in Employee Self Service (ESS).

LWOP Types (ESS)

Use the table below to determine the LWOP type to be selected from the dropdown list in ESS for the respective period of LWOP.

LWOP Period	Employee Group	LWOP Type
35 days or less	Mil and GSH	LWOP <= 35days
	Civ	Special leave (Unpaid)
Over 35 days	Mil and GSH	LWOP > 35days
	Civ	Long Term - LWOP Civ

View [step-by-step](#) directions.

- ⊕ [Commander/Manager](#)
- ⊕ [Commanding Officer \(or equivalent\)](#)
- ⊕ [Career Manager \(For Military only\)](#)
- ⊕ [Process Flow Diagrams](#)

Process Flow Diagrams

Policy and Guidance

- DFO 3, Part 8, Chapter 8 - Leave (Military)
- DFO 3, Part 8, Chapter 8 - Leave (Civilian)
- DFO 3, Part 10, Chapter 4 - Return of Service Obligation

Forms/Resources

[Tasks to Complete Prior to LWOP](#)