

## Leave Without Pay

This form is used to report employees Leave Without Pay (LWOP) excluding USERRA (military leave).

- \* This information is reportable to PERS whether the leave is covered by SAIF, FMLA, OFLA or not.
- \* For PERS purposes, LWOP is not protected for retirement service credits.

Employee Name:	
OR Number:	ER Number:

- \* Only report full days of LWOP segments
- \* If the employee is using 1/3 leaves to supplement SAIF payments and has no full days of LWOP make a note in comments with start and end date of the SAIF segment.

Beginning Date:	End Date:

Comments: \_\_\_\_\_  
 \_\_\_\_\_

If you have questions please contact the identified Retirement Services Analyst for your agency based upon the contacts list at the following web link below:

<http://www.oregon.gov/DAS/Financial/Payroll/pages/cpers.aspx>

Please fax forms to 503-378-4596 or scan and email them to our central mailbox: [central.PERSServicesTeam@oregon.gov](mailto:central.PERSServicesTeam@oregon.gov)

HR or Payroll contact filling out the form in case there are any questions:

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_