



Leave Without Pay (LWOP) Certification

PERS requires this form when you are reporting an unpaid leave. This includes a present or future LWOP, a past LWOP that was never reported, or a past LWOP that needs a date change. Submitting this form certifies that the employee's LWOP was agreed upon in writing between the employer and employee and meets the requirements of an unpaid leave listed in [Oregon Administrative Rule 459-005-0015](#), "Leave of Absence Without Pay."

Email the form to your [Employer Service Center \(ESC\) representative](#). Red fields are required.

Employer information

1. Name and employer number:
2. Mailing address:

Employee information

3. Full first name and last name: (If name was different when they took the leave, list both names.)
4. Last four digits of Social Security No. and/or PERS ID:

Leave without pay (LWOP) information

5. If this is a past LWOP, was it previously reported?

No, it was not.

Yes it was, but dates need to be adjusted.

Optional explanation:

6. The leave began/will begin on (MM/DD/YYYY):
7. The leave ended/will end on (MM/DD/YYYY):
8. Dates of any additional periods of LWOP:

Certification

9. I certify that:

There is a written agreement that specifies/specified the duration of the leave without pay. It matches the dates provided on this certification.

This written agreement is based on our official records; it complies with applicable laws, rules, and regulations, including [OAR 459-005-0015](#).

10. I agree to:

Provide the written agreement to PERS upon request.

Report to PERS any amendment or extension to this LWOP, in accordance with [OAR 459-009-0100](#), by emailing my ESC account representative.

Authorization

11. Name or signature of person authorizing this certification (e.g., the organization leader who has decision-making authority over the employer's PERS account).

12. Name and email address of person who filled out this form.

Today's date.

Note: PERS applies the laws, rules, and regulations that were in effect at the time of the leave. For leaves before 12/05/2025, an official LWOP was an unpaid leave (unpaid by the employer, not counting pay from third parties) of 11+ business days in a calendar month.