

Reference: Suspension LOA event

One of the disciplinary actions an appointing authority may take against an employee is a disciplinary suspension without pay leave event.

- Form is required (*check with Personnel Services for more information*)
- Suspension must be issued within 5 days of knowledge
- To enter the LOA event in Workday, it must start on a Wednesday and be in 5 day increments if employee is **exempt**
- When the LOA event is entered, leave timesheet blank. This leave will be a continuous leave only, intermittent will not be an option.
- Work with payroll:
 - There may be issues if it *crosses pay periods*
 - There may be issues if it's entered *late or back dated*
- Time Off – Unpaid Time Off or Time Off Reason – Suspension:
 - Can be used on the timesheet, no benefit impact but use ONLY for:
 - Non-Exempt employees who are suspended for less than 7 days
 - Exempt who are suspended for 5 days that don't start on a Wednesday