**Process for leave without pay for five consecutive working days or less**

1. **Employee** needs to enter the request in MyGCHR

[Submit request requiring section 34 delegation (compensatory banked, leave without pay, additional hours, banked time earned)](https://dev-mygchr-mesrhgc.test.securise-secure.gc.ca/UPK/UPK/ENG/index.html?Guid=36eb3ff6-8fab-4652-ae54-b629ad49575a)

1. **Employee** needs to enter the request in Phoenix as well

[Employee Self-Service: Timesheet](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/procedures/employes-feuilles-temps-time-sheet-employees-eng.html)

1. **Manager** (section 34 delegated) approves the request in MyGCHR

[Approve, deny request requiring section 34 delegation](https://dev-mygchr-mesrhgc.test.securise-secure.gc.ca/UPK/UPK/ENG/index.html?Guid=7ad5d9c6-7ed6-4f7a-a4d4-f13353f6345e)

1. **Manager** (section 34 delegated) approves the request in Phoenix

[Manager Self-Service: Section 34 payable time](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/procedures/heures-payables-a34-s34-payable-time-eng.html)

**Additional resources:**

* [Reporting leave without pay for five days or less in Phoenix and MyGCHR](https://gcintranet.tpsgc-pwgsc.gc.ca/remuneration-compensation/procedures/declarer-cnp-lwop-reporting-eng.html) (job aid)
* [Information about common leave types](https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-paye-pay-services/paye-information-pay/vie-life/vie-conge-life-leave/index-eng.html)

**Process for leave without pay greater than five consecutive working days**

1. **Employee** needs to fill out the [Leave Application Form (GC 178)](http://publiservice-app.pwgsc.gc.ca/forms/index.cfm?fuseaction=search.details&lang=e&display=9772) and submit it to their delegated manager
2. **Manager** (section 34 delegated) signs the form and submits it to the Compensation team compensation-remuneration@tribunal.gc.ca
3. **Compensation** must record the leave in MyGCHR

[Record leave of absence greater than five consecutive working days](https://dev-mygchr-mesrhgc.test.securise-secure.gc.ca/UPK/UPK/ENG/index.html?Guid=46e9fa6b-b18f-44f1-b871-4438c025cf45)

1. **Compensation** must record the leave in Phoenix as well

[Phoenix process for LWOP greater than five working days](https://www.gcpedia.gc.ca/gcwiki/images/9/98/Leave_without_pay.pdf)

**Additional resource:**

* [Information about common leave types](https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-paye-pay-services/paye-information-pay/vie-life/vie-conge-life-leave/index-eng.html)