

ELWOP – SY 2011-12

Employment Status Placed on LWOP.

Duration of Program Initial request may be for 1 school year only. If a second year is needed, the educator must submit a written request to the Director of DoDDS-Europe for approval.

Length of Service/Program Eligibility Completion of 7 school years of continuous satisfactory service with DoDEA. Employee must be serving on a permanent appointment. Completion of 5 consecutive school years of satisfactory service with DoDEA since completion of the last leave granted for educational purposes.

Program of Study/
Nature of Program Pursue a course of formal study at an accredited college or university in the United States. Program to be undertaken must be beneficial to the needs of DoDEA.

Employment Obligation None.

Failure to Complete Program Failure to abide by the terms that were presented as a basis for approval of the request for LWOP may be grounds for the Government to recover all or part of any cost to the government.

Disposition of Household Goods Nontemporary storage of household goods may be authorized if employee is eligible.

Disposition of Privately Owned Vehicle (POV) Employee is responsible for disposition of POV. Shipment is not authorized.

Transportation Eligibility Employee serving on a transportation agreement must be eligible and accept renewal agreement travel. Otherwise, funding for round-trip travel is at employee's expense. Employee not serving under a transportation agreement must pay all expenses associated with travel and disposition of household goods.

ELWOP – SY 2011-12 (CONTINUED)

Temporary Quarters
Subsistence Allowance,
(TQSA) TQSA is **NOT** authorized. If you are currently
eligible for allowances and are required to
occupy temporary quarters prior to your
departure, you may be reimbursed for your
lodging expenses up to the daily rate of your
maximum annual living quarters allowance
(LQA) authorization.

Entitlement to
Transportation
Agreement and Living
Quarters Allowance
(LQA) Eligibility for such benefits prior to the grant of
ELWOP remains unchanged upon return to
DoDDS.

Health Insurance
Coverage Employees must cancel their health benefits if
they do not want to continue them while in an
ELWOP status. If not cancelled, health
insurance coverage remains in effect. However,
the employee must pay the full share of
employee premium. Coverage will only
continue for a maximum of 12 months.

Life Insurance
Coverage Life insurance coverage continues without cost
in a nonpay status for up to 12 months.

Step Increase No additional step increase for year on ELWOP,
but credit for a step increase is granted for
school year prior to taking ELWOP.

Credit for Retirement Credit for 6 months toward retirement is given in
any 1 calendar year.

Leave Accrual None.

Documents Granted
Under Status of Forces
Agreement (SOFA) SOFA documents (ID card, ration card, POV
registration, etc.) relinquished until employee's
return.
