



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20380-1775

MCO P1050.3H
MPO-40
04 FEB 2000

MARINE CORPS ORDER P1050.3H W/CH 1-2

From: Commandant of the Marine Corps
To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE

Encl: (1) LOCATOR SHEET

1. Purpose. To update regulations and policies on leave, liberty, and administrative absence.

2. Cancellation. MCO P1050.3G.

3. Information

a. Appendix A contains definitions of words and terms that are not defined in the text of this Manual.

b. Refer to the current edition of directives that are cited in this Manual.

c. The following web sites are sources for accessing DoD publications and obtaining additional information regarding Air Mobility Command (AMC) travel procedures.

<http://web7.whs.osd.mil/corres.htm>
<http://public.scott.af.mil/hqamc>

4. Summary of Revision. This revision contains a substantial number of changes. The major modifications to this Manual are as follows:

a. PARAGRAPH 1003. Clarifies delegation of authority to grant leave, liberty, and administrative absence.

b. PARAGRAPH 2005.2. Clarifies procedures on computing chargeable days of leave.

c. PARAGRAPH 2005.3, 2005.6 and PARAGRAPH 3001.2. Clarifies combining special liberty and leave policy and AMC Space Available sign-up procedures.

d. PARAGRAPH 2008. Adds special leave accrual eligibility and clarifies authorizing officials.

e. PARAGRAPH 2009.2. Modifies administrative requirements for PCS delay en route for 46 days or more.

f. PARAGRAPH 2012.5. Modifies information concerning emergency leave involving funded leave travel.

g. PARAGRAPH 2012.6. Clarifies Marine Corps verification policies regarding emergency leave.

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- h. PARAGRAPH 2014. Adds authorization for Rest and Recuperation (R&R) leave for normal and contingency operations.
 - i. PARAGRAPH 2016. Clarifies and adds references for administering the Environmental and Morale Leave (EML) Program.
 - j. PARAGRAPH 2024. Adds foreign leave administrative and security requirements.
 - k. PARAGRAPH 2027. Defers to MCO 1050.16 for appellate leave procedures.
 - l. PARAGRAPH 4001.2b. Simplifies administrative procedures for duty or shift personnel.
 - m. PARAGRAPH 4008.3. Simplifies administrative procedures for leave accounting in general and for geographically separated commands.
 - n. PARAGRAPH 5002.2e. Adds information pertaining to permissive TAD for house hunting and job search.
 - o. PARAGRAPHS 5003 and 5004. Adds information pertaining to permissive TAD for birth and for adoption.
 - p. PARAGRAPH 5005. Adds information pertaining to Transition Permissive TAD.
 - q. APPENDIX A DEFINITIONS. Updated.
5. Recommendation. Recommendations concerning this Manual are invited and will be submitted to the Commandant of the Marine Corps (MPO-40) via the appropriate chain of command.
6. Certification. Reviewed and approved this date.


J. N. MATTIS
By direction

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SUBJ/MCO P1050.3H CH 1. REGULATIONS FOR LEAVE, LIBERTY, AND
/ADMINISTRATIVE ABSENCE//
RMKS/1. PURPOSE. TO DIRECT PEN CHANGES TO THE BASIC ORDER.
2. ACTION
A. PAGE 2-8: PAR 3D, EXAMPLE (1) LINE 3, CHANGE "01" TO "02".
B. PAGE 2-8: PAR 3D, EXAMPLE (2) LINE 3, CHANGE "02" TO "03".
C. PAGE 2-13: DELETE PAR 2013 IN ITS ENTIRETY. RENUMBER SUBSEQUENT
PARAGRAPHS ACCORDINGLY.
D. PAGE 2-19: PAR 2025: ON TITLED TEXT, CHANGE "SMCR" TO "FMCR".
E. PAGE 4-5, PAR 4002.3, FIRST SENTENCE: CHANGE "ORIGINAL" TO "A
COPY" AND CHANGE THE PHRASE "A COPY" TO "THE ORIGINAL".
3. FILING INSTRUCTIONS. FILE THIS CHANGE IMMEDIATELY FOLLOWING THE
SIGNATURE PAGE OF THE BASIC ORDER.
4. POC IS MGYSGT HOSEA, CMC (MPO-40), DSN 278-9386.//
BT



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

MCO P1050.3H Ch 2
MPO-40
30 Mar 01

MARINE CORPS ORDER P1050.3H Ch 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE

Ref: (a) DoD Directive 1327.5, Leave and Liberty

1. Purpose. To provide clarification and appropriate pen changes to the basic Order per the reference.

2. Information

a. Based on questions and requests for information from the users of the basic Order, it is apparent that clarification is required. This change provides information regarding the combining of leave and special liberty, the use of transition Permissive Temporary Additional Duty (PTAD), and the eligibility for authorized use of PTAD at the time of the birth of a child. This change provides clarification and ensures compliance of this Order with the reference.

b. Marines may not request or execute multiple periods of leave separated by weekends for the purpose of extending the leave period or reducing the number of leave days taken, thereby avoiding chargeable leave over a weekend. In cases of extenuating or unforeseen circumstances in which a Marine needs to request leave, e.g., on a Monday, following expiration of leave on Friday, the decision rests with the commander.

c. Authorization for Marines to utilize transition PTAD in five day increments applies only to situations that meet specific criteria outlined in PARAGRAPH 5005.4 of the basic Order, and does not apply to OCONUS-based Marines (per PARAGRAPH 5005.3) or any form of leave.

3. Action

a. PARAGRAPH 2005.2.b. Following the "Scenario 2" PARAGRAPH, delete the entire PARAGRAPH that begins with "Note: Marines may not ..." and ends with "...no abuses of the leave program."

b. PARAGRAPH 2005.3. Remove the PARAGRAPH in its entirety and replace it with the following new PARAGRAPH 2005.3: "3. Combining Leave and Special Liberty. Marines are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination of a special liberty period, or terminate just prior to the commencement of a special liberty period. However, it is emphasized that leave must commence and terminate in the vicinity of the local area of the Marine's Primary Duty Station. Once leave starts, and until it ends, all included calendar days (duty days, non-duty days, weekend days, special liberty days, holidays) are to be charged as

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time and date they are signed out on leave until the time and date they are signed in from leave. Marines departing the local area prior to commencement of authorized leave, or failing to return to the local area prior to its expiration, are considered to be in an unauthorized absence status. The intent of authorizing the combination of leave and special liberty is to allow Marines to take leave prior to, or after, special liberty without having to use annual leave days to cover those days designated as special liberty. The intent is not to avoid charging included weekend, holiday, and special liberty calendar days as leave for Marines. The following example applies: A Marine is authorized leave for the period of 20 December through 3 January and remains in the local area. The Marine signs out on leave on 19 December and signs in from leave on 4 January. This Marine should be charged for leave for the entire period of 20 December through 3 January, regardless of the fact that there may have been two periods (Christmas and New Year) of special liberty during the Marine's leave period."

c. PARAGRAPH 5003. Add the following sentence immediately after the first sentence of this PARAGRAPH: "This authorization may be extended to unmarried male Marines in circumstances such as, but not limited to, when the unmarried male Marine has sole-custody of the baby."

4. Recommendation. Recommendations concerning this Manual are invited and will be submitted to the Commandant of the Marine Corps (MPO-40) via the appropriate chain of command.
5. Filing Instructions. File this change immediately following the signature page of the basic Order.
6. Certification. Reviewed and approved this date.



S. T. JOHNSON
By direction

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LOCATOR SHEET

Subj: REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE

Location: _____
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ENCLOSURE (1)

REGULATIONS FOR LEAVE, LIBERTY, AND
ADMINISTRATIVE ABSENCE

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

REGULATIONS FOR LEAVE, LIBERTY, AND
ADMINISTRATIVE ABSENCE

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CHAPTER 1

SCOPE, POLICY, AND AUTHORITY

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CHAPTER 1

SCOPE, POLICY AND AUTHORITY

1001. SCOPE. This Manual contains detailed instructions for implementation of policies concerning leave, liberty, and administrative absence within the Marine Corps.

1002. POLICY

1. Military Requirement for Leave. Operational requirements and essential supporting functions of each Marine Corps command must be accomplished to the extent permitted by the manning provided. Commanding officers shall ensure that secondary and nonessential functions, which would work to prevent execution of an aggressive leave program, are not imposed.

2. Leave Schedules. Personnel authorized to grant leave shall establish and regulate schedules to provide for maximum use of earned leave by all Marines. In granting leave, consideration must be given to operational and training workloads, the maintenance of the required degree of operational readiness, and the desires of the individual Marine. All personnel shall be provided the time to take annual leave.

3. Purpose of Leave. Leave granting authorities shall encourage and assist all Marines to use their entire 30 days of leave each year. Use of the leave system as an extra money program, either as a method of compensation or as a career continuation incentive, defeats the intent of Congress to provide for the health and welfare of Marine Corps personnel. It is specifically intended that large leave balances not be accrued expressly for settlement upon separation or release from active duty.

4. Liberty. Liberty shall normally be granted outside of normal working hours to Marines not required to be physically present for work assignments or for the manning level required for operational readiness. Special liberty during working hours may be granted for its defined purposes when considered appropriate.

5. Execution. Experience has shown that leave and short periods of rest from duty are beneficial to morale and maintaining maximum effectiveness. The lack of such respite affects health and performance. A command annual leave program is therefore, an essential military requirement, and implementation of leave policies at all levels will make a positive contribution to cost savings, morale, level of performance, and career motivation. Commanding officers shall establish leave programs to provide their personnel the opportunity to take leave within the constraints of operational military requirements.

1003. AUTHORITY TO GRANT LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE.

Subject to the provisions contained in this Manual, published elsewhere by the Commandant of the Marine Corps (CMC), or promulgated by other competent authority, leave, liberty, and administrative absence may be granted to Marines and to other service personnel assigned to, attached to, or otherwise in their charge, by commanders as defined in the Marine Corps Manual (MCM) and by other officers or noncommissioned officers specifically authorized by the CMC, and by Directors/Chiefs of Staff and their deputies at the HQ (MSC) level. PARAGRAPH 1007 of the MCM allows commanders to delegate specific authority to assist in the performance of their command functions which

includes granting leave, liberty, and administrative absence. The terms "commander" and "commanding officer" are used synonymously in this Manual.

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CHAPTER 2

LEAVE REGULATIONS

2001. ANNUAL LEAVE PROGRAMS

1. Establishing Leave Programs. Commanding officers shall establish annual leave programs to provide the opportunity for all Marines to take leave, within the constraints of operational military requirements. These programs shall include positive measures to encourage the use of leave, as leave is earned, as a respite from the work environment. Marines who refuse to take leave throughout the year on command annual leave programs shall be counseled regarding their obligation to comply with leave programs. They should also be cautioned that such refusal may result in the loss of earned leave at a later date.

2. Leave Periods. To obtain maximum benefit from annual leave programs, such programs should provide the opportunity to take frequent periods of leave, including at least one leave period each year of approximately 14 consecutive days in length and longer, when possible.

2002. ACCUAL AND ENTITLEMENT FOR PAYMENT OF UNUSED ACCRUED LEAVE

1. Accrual. Leave is accrued as defined in DFAS-KC 7220.31, Automated Pay Systems Manual (APSM).

2. Entitlement for Payment. A Marine who is separated under honorable conditions may elect to receive payment for a portion of the unused leave (by law, not to exceed a total of 60 days during a military career) and have the remaining accrued leave carried forward to a new enlistment. Marines who are involuntarily discharged prior to completing 6 months of active duty shall forfeit all accrued leave if the basis for discharge is unsatisfactory performance or misconduct. Refer to the applicable provisions of Department of Defense Financial Management Regulation, (DoDFMR).

2003. IMPORTANT LEAVE PERIODS. Particular emphasis shall be placed on granting Marines leave in the following circumstances:

1. Upon permanent change of station (PCS).
2. After periods of particularly arduous duty, protracted periods of deployment from home station or homeport, or when there is evidence of deteriorating health or morale within the command because of lack of respite from the rigors of military duty.
3. Upon reenlistment and augmentation from active Marine Corps Reserve to Regular Marine Corps status.
4. During the traditional national holiday periods.
5. When Marines or their families have been personally affected by floods, hurricanes, and similar disasters. Depending on the circumstances and the combat readiness requirements of the unit, emergency leave may be appropriate.
6. For attendance at spiritual retreats or for other religious observance for which liberty is inadequate.

7. During pre-separation processing, leave balances should be carefully reviewed. At the request of the Marine, leave up to the amount of days accrued should normally be granted. This is especially important for those Marines who have in excess of 60 days accrued leave or who have previously sold back leave.

2004. GRANTING LEAVE. Marines shall be granted leave at any time they request when their presence is not required to accomplish the command's mission.

2005. ANNUAL LEAVE

1. Limitations. A Marine shall not be authorized more than 60 days annual leave during any fiscal year except as set forth in PARAGRAPH 2008 of this Manual. Nor shall a Marine be authorized annual leave for a continuous period of more than 60 days without prior approval of the CMC (MMEA or MMOA).

2. Day of Departure and Day of Return. The day of departure from the duty station, regardless of the hour (usually at the end of the Marine's normal working hours on a day of duty), is a day of duty and not chargeable as leave. The day of return from authorized leave shall be counted as a day of leave; however, when such return is prior to the Marine's normal scheduled duty day, the day of return shall be counted as a day of duty.

a. Leave begins and ends in the local area. The local area is the place where the Marine lives and from which he/she commutes to the duty station (as established by the local commander). Leave will be charged for all calendar days, duty days as well as non-duty days (Example: Leave starts on Monday (signs out on Sunday) and continues through Thursday of the following week. The Marine is charged for 11 days of leave).

b. The following scenarios are provided:

Scenario 1: Assuming a Monday through Friday duty schedule and the Marine requests leave Monday through Friday and is **staying in the local area**. The Marine signs out on Sunday and is charged leave Monday through Friday.

Scenario 2: Assuming a Monday through Friday duty schedule and the Marine is departing the local area. The Marine must sign out when he/she **departs the local area** and is charged leave through the day the Marine returns (signs in) to the local area.

c. The same philosophy must be applied to "shift workers." (Refer to PARAGRAPH 4001 2b.)

3. Combining Leave and Special Liberty. Marines are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination of a special liberty period, or terminate just prior to the commencement of a special liberty period. However, it is emphasized that leave must commence and terminate in the vicinity of the local area of the Marine's Primary

Duty Station. Once leave starts, and until it ends, all included calendar days (duty days, non-duty days, weekend days, special liberty days, holidays) are to be charged as time and date they are signed out on leave until the time and date they are signed in from leave. Marines departing the local area prior to commencement of authorized leave, or failing to return to the local area prior to its expiration, are considered to be in an unauthorized absence status. The intent of authorizing the combination of leave and special liberty is to allow Marines to take leave prior to, or after, special liberty without having to use annual leave days to cover those days designated as special liberty. The intent is not to avoid charging included weekend, holiday, and special liberty calendar days as leave for Marines. The following example applies: A Marine is authorized leave for the period of 20 December through 3 January and remains in the local area. The Marine signs out on leave on 19 December and signs in from leave on 4 January. This Marine should be charged for leave for the entire period of 20 December through 3 January, regardless of the fact that there may have been two periods (Christmas and New Year) of special liberty during the Marine's leave period.

4. Accounting Procedures. Leave granting authorities shall establish internal control procedures to ensure all periods of leave are charged to the Marine's leave account.
5. Death of a Marine. A Marine who dies while on leave shall not be charged for leave on the day death occurs.
6. Space Available Privileges on DoD aircraft. See DoD 4515.13R chapter 6 for space available policies, priorities and sign-up procedures. Marines in appellate leave status are not authorized space-available travel privileges.

2006. ADVANCE LEAVE

1. General. Advance leave is a means whereby Marines with limited or no accrued leave may be granted leave to resolve urgent, personal, or emergency situations. Advance leave will be limited to the minimum amount needed. Officers granting advance leave should caution members that advance leave resulting in a minus leave balance on date of discharge, or release from active duty, becomes excess leave and is subject to checkage of pay and allowances.
2. Limitations. Advance leave will be limited to the lesser of:
 - a. 45 days; or
 - b. the amount of leave that shall be earned during the remaining period of active duty (current enlistment not including extensions); or
 - c. while serving on an extension, to the extent that leave will be accrued prior to the Marine's scheduled separation date.
3. Early Separation. When a Marine is in an advance leave status and is separated prior to normal expiration of enlistment for the purpose of immediate reenlistment (within 24 hours), advance leave will be carried forward into the next enlistment.
4. Conditions of Authorization. Advance leave shall not be authorized in conjunction with excess leave authorized for Marines in professional degree, officer procurement, punitive discharge, administrative discharge, or disability discharge programs. In other cases, when excess leave is authorized in conjunction with advance leave, care shall be taken that advance leave is not calculated to accrue during the period of excess leave involved. Accrued leave shall be expended prior to the authorization of advance leave.

2007. EXCESS LEAVE

1. Limitations. Leave taken in excess of leave that can be earned prior to the expiration of current contract (ECC) date is excess leave for those Marines who have an ECC. Excess leave should be charged for the continuous period of absence to include weekends and holidays.
2. Authorization. Excess leave may be granted in emergencies provided the aggregate of all leave granted (accrued, advance, and excess) does not exceed 60 days. Exceptions to this limitation shall not be authorized without prior approval of the CMC (MMEA or MMOA). Emergencies requiring the Marine's absence from duty longer than 60 days should be examined for possible humanitarian transfer. Emergencies which require excess leave, in cases involving Marine officers serving their initial term of obligated service and

enlisted Marines with less than 8 years of service, should be examined for possible hardship discharge. Refer also to PARAGRAPH 2012.2.

3. Exceptions. Excess leave may be granted as an exception to the 60-day aggregate policy, for completion of education leading to professional degrees, including associated licensing examinations, for service as commissioned Marine officers. (A specific example of this exception is the Excess Leave Program (LAW).) Detailed information about this program is contained in the MCO 1560.29. In these cases Marines will not be required to use their accrued leave prior to being placed in an excess leave status and their accrued leave balance will be retained until they resume duty in a pay status. Such exceptions shall not be authorized without prior approval of the CMC (MMEA or MMOA).

4. Indefinite Excess Leave. Indefinite periods of excess leave may be granted by officers exercising general or special court-martial jurisdiction only to personnel awaiting appellate review of sentence to dismissal or punitive discharge, and to personnel awaiting administrative discharge as provided in PARAGRAPH 2027.

5. Other Requests. Any other request for periods of leave involving excess leave which extends beyond the 60-day aggregate will not be authorized without prior approval of the CMC (MMEA or MMOA). Advance leave shall be expended prior to the Marine entering an excess leave status.

2008. SPECIAL LEAVE ACCRUAL (SLA)

1. Eligibility Criteria. It is Marine Corps policy to authorize members to accrue up to 90 days earned leave when assigned to duty under the following circumstances:

a. Hostile Fire or Imminent Danger Area. When serving on active duty for a continuous period of at least 120 days in an area in which they are continuously entitled to Hostile Fire or Imminent Danger Pay.

b. Deployable Ship or Mobile Unit. When serving in a deployable ship, mobile unit of the Fleet Marine Force, or similar duty which, because of operational mission requirements, deploys or operates away from its designated homeport or homebase for a continuous period of at least 60 days, thus preventing normal use of earned leave before it is lost at the end of the fiscal year. Personnel assigned to a ship or unit, as described in this subPARAGRAPH, but serving less than 60 consecutive days away from homeport or homebase are not eligible.

c. Deployable Ship or Mobile Unit Homeported or Homebased Overseas. When serving in a deployable ship or embarked mobile unit including FMF units or similar duty, permanently homeported or homebased outside of the 50 United States, which is required to maintain a higher than normal condition of readiness in port or at homebase and has deployed out of homeport or homebase more than 50 percent of the time, thus preventing normal use of earned leave before it is lost at the end of the fiscal year. Personnel assigned to a ship or unit, as described in this subPARAGRAPH, but assigned for less than 6 months of the fiscal year are not eligible.

d. Other Duty. When serving on other prescribed duty, normally for a continuous period of at least 60 days or more during the fiscal year. The situation preventing service members assigned to such duty from using leave must have been caused by unscheduled operational commitment, national emergency/crisis or operations in defense of national security. Furthermore, the duty should preclude service members from taking leave to reduce their

leave balance to 60 days before the end of the fiscal year. The provisions of this authority may be extended for members assigned to unit, headquarters and supporting staffs when they are prohibited from taking leave because of their involvement to support a designated contingency operation.

e. Joint Service. Members serving in joint organizations must meet operational eligibility criteria cited in the above paragraphs. Determination of eligibility shall be made by the joint organization in which the member is serving.

f. Personnel who will not lose leave at the end of the fiscal year in which the qualifying period terminates are not affected by this entitlement regardless of the number of days served on a qualifying assignment.

2. Verification Procedures

a. Personnel who believe they are eligible should request SLA through their administrative chain, (i.e., personnel office).

b. Commanders are responsible for:

(1) ensuring personnel under their command are informed of this entitlement.

(2) ensuring an appropriate MCTFS entry is made for unit deployment dates of departure and arrival for qualifying assignments as described in PARAGRAPH 2008.1.

(3) verifying member eligibility by service record review. In the absence of adequate documentation, an individual's signed sworn statement based on the eligibility criteria in PARAGRAPH 2008.1 is acceptable.

(4) verifying the member is not currently in receipt of SLA during the last three fiscal years. By law, no member can carry over more than 90 days at any time.

3. Limitations

a. SLA shall not be used to authorize accumulation of leave in excess of 60 days for personnel who do not manage their leave properly. Members are expected to take advantage of authorized leave periods and use leave authorized incident to permanent changes of duty. Leave balances that would have been lost at the end of the fiscal year regardless of whether the member was assigned to prescribed duty will not be carried forward.

b. SLA under subPARAGRAPHS 2008.1a, 2008.1b, and 2008.1c, is creditable in the fiscal year in which the required continuous period of duty is reached; but the qualifying duty need not have commenced in that fiscal year.

c. For members assigned to units permanently homeported or homebased outside of the 50 United States as described in subPARAGRAPH 2008.1c, SLA is creditable only in a fiscal year during which the member was assigned for at least six months.

d. Leave accrued in excess of 60 days is lost if it is not used before the end of the third fiscal year following the fiscal year in which the qualifying duty (i.e., deployment) is terminated. Personnel assigned to a deployable ship or mobile unit may qualify for SLA in the fiscal year prior to the fiscal year the ship or mobile unit returns to homeport or base. In this case, the carry-over period terminates at the end of the third fiscal year after the fiscal year in which the ship or mobile unit returns from a

qualifying deployment. In the case of members who detach prior to the end of a deployment, the date of detachment from the deployed unit is the date that normal leave-taking opportunities are considered once again available.

Example (1): Member qualifies for FY99 SLA, and member's ship/mobile unit returns to homeport/homebase prior to 1 October 99. Leave accrued in excess of 60 days at the end of FY99 must be used by 30 September 02, or it will be deducted from the member's account.

Example (2): Member qualifies for FY99 SLA, and member's ship/mobile unit returns to homeport/homebase on or after 1 October 99. Leave accrued in excess of 60 days at the end of FY99 must be used by 30 September 03, or it will be deducted from the member's account.

e. U.S.C., Title 10, section 701 provides for SLA because of reduced leave taking opportunity caused by operational commitment only. Consequently, SLA does not apply to individual cases of leave lost due to workload, hospitalization, convalescent leave, school assignments, permanent change of station/temporary additional duty order modifications, or any other scenario which does not meet the operational criteria in PARAGRAPH 2008.1.

f. Separation payments for unused accrued leave are limited to 60 days during a military career by U.S.C., Title 37, section 501.

g. Disbursing and administrative procedures are contained in DFAS-KC 7220.31, Automated Pay Systems Manual.

h. Requests for SLA should be submitted via the chain of command to the approving authority no earlier than the end of the fiscal year. These requests are normally submitted from 1 October through 31 December for the previous fiscal year. Approving authorities have the authority to waive this time requirement on a case-by-case basis.

4. Approving Authority

a. Commanding officers are delegated authority to grant SLA to members eligible under subPARAGRAPHS 2008.1a through 2008.1c.

b. The Commander, Marine Forces Atlantic/Europe; Commander, Marine Forces Pacific; Commander, Marine Forces Reserve; Commanding Officer, Marine Support Battalion; Commanding Officer, Marine Security Force Battalion; and Commanding Officer, Marine Security Guard Battalion are delegated authority to grant SLA to members eligible under subPARAGRAPH 2008.1d. Other commands may request this authority through CMC (MPO-40).

c. For members serving in joint organizations, determination of eligibility shall be made by the joint organization in which the member is serving. Operational eligibility criteria outlined in PARAGRAPH 2008 must be met.

d. CMC (MPO-40) is the approving authority for all other SLA requests.

5. Request Format. Requests for SLA, under subPARAGRAPH 2008.1, should provide the following information for all personnel included in the request.

- a. Full name, rank, and SSN
- b. Deployments

(1) Dates, including any deployment period which started in the previous fiscal year and ended in the fiscal year for which SLA is being requested

(2) Ship/mobile unit with which deployed

(3) Hostile fire or Imminent Danger Area

(4) Contingency operations (unclassified), deployed or in support of a deployed unit.

c. Factors preventing use of earned leave while not deployed

d. Number of days lost at end of the fiscal year

e. Narrative explaining any special circumstances to be considered by the approving authority

f. Supporting documentation (i.e., copy of September LES)

g. Commanding officer's endorsement

2009. LEAVE IN CONJUNCTION WITH PERMANENT CHANGE OF STATION (PCS)

1. Authorization. Marines will normally be authorized at least 30 days delay to count as leave when ordered on PCS, provided detachment and reporting dates are met and no excess leave is involved.

2. Exceptions

a. Commanders may approve delay en route of up to 45 days provided the "by dates" are met. Authorization for delay en route for periods of 46 days or more (including officer candidate graduates, as mentioned in PARAGRAPH 2010.2) may be included in PCS orders only when approved by the CMC (MMEA or MMOA). All leave taken in connection with PCS orders, except as defined in PARAGRAPH 2010.1, shall be charged against the Marine's leave account.

b. Recruit training graduates (see PARAGRAPH 2010.4).

2010. GRADUATION LEAVE

1. Service Academy Graduates. Commissioned Marines who graduate from the service academies shall normally be authorized graduation leave en route to their first duty station. This leave, not chargeable to the officer's leave account, must be used within 3 months of graduation and, in any case, prior to reporting to the first permanent duty station or port of embarkation for permanent duty outside the continental United States (CONUS).

a. Graduation leave shall be limited to 30 days.

b. Extensions of the graduation leave period shall be charged to the officer's leave account.

2. Officer Candidate Graduates. Officer candidate graduates are not entitled to nonchargeable graduation leave. However, upon completion of officer candidate training, and prior to the commencement of The Basic School, newly commissioned Marine Corps officers may be authorized annual leave or advance leave, if necessary.

3. Naval Academy Preparatory School Graduates. Marines who graduate from the preparatory school and who receive appointments to the U.S. Naval Academy may be authorized annual leave. The unaccrued portion of any advance leave granted must be treated as excess leave.

4. Recruit Training Graduates. Upon graduating from recruit training, Marines will be granted 10 days leave prior to reporting for their next assignment. Reserve personnel attending Initial Active Duty Training (IADT) may be granted leave upon graduation from recruit training not to exceed the total leave that may be earned for the period of IADT, including authorized travel time. This leave may be granted provided it does not interfere with the scheduled training program or class convening dates.

2011. LEAVE IN CONJUNCTION WITH TEMPORARY ADDITIONAL DUTY (TAD) (NOT TO BE CONFUSED WITH TAD IN CONNECTION WITH EMERGENCY LEAVE)

1. Authorization. Commanders authorized to direct TAD, including TAD under instruction and permissive TAD, and commanders who receive such orders for members of their command from the CMC, shall grant leave in conjunction with such orders whenever requested and operationally feasible. No specific limitations are imposed by the fact that leave is in conjunction with TAD and the Marine may be granted such leave as otherwise entitled.

2. Planning TAD. Some Government agencies have been criticized in the past for permitting officers and enlisted personnel to take leave in conjunction with TAD where it could be construed that TAD was arranged in order to provide transportation for leave at Government expense. In planning TAD both the fact and the appearance of TAD being arranged to serve the leave desires of the individual Marine shall be scrupulously avoided. Further, great care must be taken to ensure that when leave is granted in connection with TAD, it is clear that TAD is essential and that leave involves no additional cost to the government.

3. Method of Travel. Travel by privately owned conveyance (POC) should not be authorized (except "For Convenience of the Member") in TAD orders which authorize leave, except when POC will be less costly than anticipated travel costs by other modes including anticipated per diem, taxi fares, and gratuities. See MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual for computation of travel time in connection with TAD.

2012. EMERGENCY LEAVE

1. Purpose. Emergency leave and extensions thereto should normally be granted to Marines for family emergencies, whenever the circumstances warrant and the military situation permits, based on the judgment of the leave granting authority and the desires of the Marine. Since most family emergencies are highly time-dependent, swift and sensitive action on emergency leave requests is essential.

2. Limitations. Provided the leave will include only accrued leave and advance leave which will not result in an advance leave balance greater than 30 days, leave granting authorities may authorize emergency leave for a period greater than 60 days without approval of the CMC (MMEA or MMOA).

3. Circumstances. Emergency leave should be authorized whenever any of the following circumstances are determined or believed to exist by leave granting authorities:

a. Upon death of a member of the Marine's or spouse's immediate family; i.e., father, mother, person(s) standing in loco parentis, son, daughter, brother, sister including step or half relationships;

b. when the return of the Marine will contribute to the welfare of a dying member of the Marine's or spouse's immediate family as defined in PARAGRAPH 2012.3a;

c. when because of any serious illness or injury of a member of the Marine's or spouse's immediate family, as defined in PARAGRAPH 2012.3a, important responsibilities are placed upon the Marine that must be met immediately and cannot be accomplished from the Marine's duty station; or

d. when failure to return home would create a severe or unusual hardship on the Marine, his or her household, or the immediate family.

4. Loco Parentis. In cases involving status of loco parentis, as defined in Appendix A, such status normally should have existed for a continuous period of 5 years prior to a Marine's initial entry into the Marine Corps. However, final determination of whether such a status did or does exist rests with the leave granting authority.

5. Emergency Leave Involving Funded Leave Travel

a. Emergency leave travel for Marines and eligible dependents at government expense is authorized per the Joint Federal Travel Regulations (JFTR) Part H, PARAGRAPH U7205 Transportation In Personal Emergencies. Such authorized transportation costs are chargeable to operations and maintenance appropriation funds. Emergency leave shall not be denied solely because of lack of funds for authorized funded emergency leave travel nor shall emergency leave be granted for the purpose of either increasing the Marine's travel priority or offsetting personal travel costs. Marines who are not authorized emergency leave travel under the provisions of the JFTR may be authorized travel on government-owned or government-controlled aircraft per MCO 4630.16.

b. Efforts should be made to move travelers quickly, using the most cost effective transportation available. The designated overseas Passenger Control Point (PCP) is responsible for obtaining AMC transportation and for authorizing commercial transportation when AMC transportation is not available to members designated emergency leave locations. Overseas activities issuing emergency leave orders for travel to CONUS shall notify the Marine Liaison, Los Angeles, CA by naval message (Plain Language Address: MARLNO LAAFB LOS ANGELES CA) of the pending arrival of each emergency leave member. Overseas activities should refer to MCO 4650.30, Marine Corps Port Call Order, when requesting return transportation for personnel on emergency leave. Ensure the message contains full identifying information, emergency leave address, telephone number, number of days granted and appropriation data for each individual. The Marine Liaison LAX is located in Terminal 2, lower level, Baggage claim area, next to carousel (1), Suite 1018A. If not arriving at LAX, contact the Marine Liaison LAX immediately upon arrival at the member's designated emergency leave location. Contact the Marine Liaison LAX by phone: (310) 363-1997/3590, DSN: 833-1997/3590 or FAX: (310) 216-7723 (commercial only) to pass arrival information, begin emergency leave and arrange for return transportation, if applicable.

The Marine Liaison LAX hours of operation are 0700-2300 (PST), seven days a week. Emergency leave travelers should be advised they are funded for the cost of transportation to the APOD only and should have enough money to defray costs for onward transportation to the emergency leave location, meals, and lodging as necessary in the event of an unexpected delay. Emergency leave travelers should also be advised there are no government quarters/messing available at the Marine Liaison LAX.

c. Outbound reservations should be confirmed by telephone prior to the Marine's departure from the duty station, if feasible. When advised by the PCP that AMC is not available or not reasonably available, the requesting activity should obtain the lowest cost commercial airlift available (GSA International City Pair Fares, other U.S. CRAF carriers, DoD-approved U.S. flag carriers, non DoD-approved U.S. flag carriers, DoD-approved U.S. foreign flag carriers and non DoD-approved carriers). Military furlough fares will not be used for transportation procured at government expense. Where the origin location is served by AMC and AMC is not available, one-way commercial air transportation shall be arranged. MC will be used for return transportation where available. If the origin is not served by AMC transportation or commercial transportation to AMC connections would result in substantial delay, round trip commercial transportation may be arranged. Marines will be instructed to contact the Marine Liaison LAX to confirm return reservations.

d. Government Transportation Requests (GTR) and AMC travelopes shall be prepared in accordance with MCO P4600.7 and MCO 4630.10 respectively. The travel codes to be cited on GTRs and AMC travelopes are "EL" for Marine and "DU" for dependents not accompanied by the Marine. When dependents are traveling with the Marine, use code "EL." Refer to MCO 4650.30 for any subsequent revisions to family emergency travel codes. Application for transportation for dependents (DD form 884) is not required for dependent family emergency travel.

e. Use of foreign flag carriers is prohibited unless U.S. flag carriers are not available. Commercial transportation will be provided as per JFTR.

f. Marines and dependents authorized commercial transportation must be advised not to make their own reservations. Authorization of commercial transportation for emergency leave is contingent upon the nonavailability of government air. This determination is the responsibility of the PCP, not the individual traveler.

g. All emergency leave taken shall be charged against the Marine's leave account. The time spent in emergency leave travel via DoD-owned or DoD-controlled transportation or government-procured commercial carrier from overseas to CONUS arrival port of debarkation; from CONUS arrival port of embarkation to overseas; or between overseas areas and return, shall not be charged to the Marine's leave account.

h. The Marine Liaison LAX has the authority to grant leave extensions for personnel on emergency leave from overseas units only if the personnel are unable to contact their parent command. Marines are directed to contact the Marine Liaison LAX immediately to cancel/modify any return transportation arrangements. Emergency leave to the contiguous United States and the District of Columbia shall commence on the day of departure from the APOD within CONUS for the leave destination. The leave terminates upon reporting to an APOE, other place as specified in the leave orders, or port call instructions for return transportation to the duty station outside CONUS. The Marine should be instructed to call Marine Liaison LAX 5 days prior to the expiration of leave if return transportation has not already been arranged. The Marine should be directed to report to the nearest Inspector-Instructor (I-I) Staff for unusual cases that require Humanitarian TAD or transfer. The I-I Staff will refer the cases to CMC (MMOA, MMEA, or MMSR-3) for resolution (MCO 4650.30 applies). For administrative purposes the CMC (MMSR-3) shall advise the overseas command and the Marine Liaison LAX of all emergency leave extensions, Humanitarian TAD or transfer granted by HQMC.

i. Additional instructions for emergency leave involving funded leave travel is contained in PARAGRAPH 4005 of this Manual. Detailed information

for the transportation of Space Required Passengers via AMC is contained in chapter 2, DoD 4515.13R, Air Transportation Eligibility.

6. Verification of Emergency. Most Marines are mature and responsible individuals whose emergency leave needs can be considered on their merits. American Red Cross verification is not required, even for funded emergency leave. However, when the leave granting authority has reason to doubt the validity of a potential emergency leave situation, assistance in determining its validity should be requested by such rapid means as the leave granting authority considers sufficient, (i.e., telephone, e-mail, fax, wire, to family member, minister, physician, hospital administrative staff, or the ARC). Since family emergencies are usually time-dependent, swift and sensitive action on emergency leave requests is essential. Caution must be exercised so that delays in obtaining verification of emergency conditions do not result in the Marine arriving too late to accomplish the purpose for which the leave is intended.

7. Medical Restrictions. Marines undergoing treatment for an infectious or contagious disease shall be granted leave for emergency reasons only when supported by a statement from a medical officer that the Marine authorized leave will not jeopardize the public health.

2013. REST AND RECUPERATION (R&R) LEAVE PROGRAMS. R&R leave programs are applicable only in combat areas and must be approved by the Assistant Secretary of Defense. When and if such a program is established, the CMC will publish detailed instructions. The following criteria and restrictions will apply to any R&R leave program established:

a. Must be a dependents-restricted tour area and designated for Hostile Fire or Imminent Danger Pay, as authorized by the DoDFMR; and

b. Must be an area in which entry of Marines on official or unofficial travel is controlled and where ordinary annual leave programs have been restricted for reasons of military necessity.

c. Marines must serve more than 90 days at an R&R location (at least 60 days at a contingency operation location) before they are eligible for funded R&R transportation. Members are authorized one round trip for R&R purposes during each tour of duty at a contingency location. All other provisions of DoDD 1327.5, Leave and Liberty, related to R&R continue to apply.

(1) Transportation to and from R&R areas shall be provided on a space-required basis and travel time shall not be charged to the Marine's leave account. However, the actual period of time in the R&R area shall be charged to the Marine's leave account.

(2) R&R leave periods are limited to one per 12-month period unless in accordance with subPARAGRAPH c, above.

2014. SPECIAL REST AND RECUPERATION (SR&R) ABSENCE. To encourage enlisted Marines to extend their tour length at certain overseas locations, the CMC has been granted authority to offer overseas tour extension incentives. Marines who apply for this program may elect to receive either a monthly extension bonus for the period of the extension or 30 days special leave or 15 days special leave with paid round trip transportation. As set forth in MCO

7220.41, which governs eligibility and procedures for this program, the period of SR&R absence shall not be charged to the Marine's leave account.

2015. ENVIRONMENTAL AND MORALE LEAVE (EML) PROGRAMS. The EML/Funded Environmental and Morale Leave (FEML) program(s) were established for locations listed in the JFTR Appendix S because of extraordinarily difficult living conditions, such as geographic isolation, substandard housing, inadequate commercial transportation, and lack of cultural, and recreational facilities. See JFTR PARAGRAPH U7207 and DoDD 1327.5 PARAGRAPH or eligibility criteria. See DoD 4515.13R for AMC transportation entitlements. Inquiries concerning this program should be addressed to CMC (MPO-40).

1. General

a. EML/FEML provides qualified Marines and/or their command-sponsored dependents, serving in certain designated overseas locations, an opportunity to take leave in a more desirable location. EML programs are intended to supplement in-country leave schedules. The entire authorized absence, including time spent in a travel status, is charged to the Marine's leave account.

b. Marines and command-sponsored dependents may travel together or separately to a location other than the designated EML destination, however total transportation cost to the Government will not exceed the cost that would have been incurred to the designated EML destination. If the traveler elects to travel to other than the authorized EML destination, orders should be endorsed prior to travel indicating the proper transportation that would have been available and provided to the authorized EML destination to include fare and fare basis.

2016. LEAVE TRAVEL IN CONNECTION WITH CONSECUTIVE OVERSEAS TOURS (COTs). A Marine stationed outside CONUS, who is ordered to a consecutive tour of duty at the same permanent station or makes a PCS from one permanent station outside CONUS to another permanent station outside CONUS, may be eligible for travel and transportation allowances in connection with authorized leave. The exception to such eligibility is in the case of PCS orders in which execution involves traversing CONUS; in such case, Marines shall effect COT leave travel en route unless deferment is requested and authorized by CMC (MMOS), per MCO P1300.8R. Marines will be considered in a travel status for all required travel performed, including time spent awaiting transportation incident to such travel. Additional guidance and regulations covering this travel, to include entitlements for dependents, are set forth in the JFTR.

2017. CONVALESCENT LEAVE (SICK LEAVE). Convalescent leave is a nonchargeable absence from duty granted to sick and wounded Marines who have been admitted to a hospital and are not yet fit for return to duty. Convalescent leave is normally limited to a period of not more than 30 days per period of hospitalization. Convalescent leave in excess of 30 days shall be coordinated with the CMC (MMEA or MMOA). In granting convalescent leave, great care must be exercised to limit the duration to the minimum which is essential in relation to the diagnosis, prognosis, and probable final disposition of the patient. Absence from duty because of pregnancy or childbirth: (1) During pregnancy, members shall continue to perform their duties as long as they are medically fit to do so, and (2) convalescent leave following pregnancy and childbirth shall be 42 days. The convalescent leave may be extended on the recommendation of the attending physician if the member's medical condition

warrants. A member may return to duty voluntarily after less than 42 days of convalescent leave with the approval of the attending physician.

1. The CMC may grant convalescent leave to repatriated prisoners of war or Marines subject to other forms of hostile detention upon their return to the U.S. with or without reference to a medical board or a physical evaluation board.

2. The Marine's commanding officer (upon advice of the attending military or civilian physician), the commanding officer of any uniformed service hospital, and managers of Veterans Administration hospitals within the 50 states, the District of Columbia, and Puerto Rico may grant convalescent leave to active duty Marines, with or without reference to a medical board, a physical evaluation board, or higher authority. The following provisions apply:

a. the Marine is or has been hospitalized or received medical care;

b. the Marine is not awaiting disciplinary action or separation from the Marine Corps for medical, administrative, or disciplinary reasons;

c. the medical officer considers the convalescent leave to be beneficial to the Marine's health; and

d. the medical officer certifies that the Marine is physically unfit for duty, will not need hospital treatment during the convalescent leave period contemplated, and such leave will not delay final disposition of the case.

3. The following procedures apply to Marine patients admitted to naval inpatient health care facilities:

a. Convalescent leave for patients that require continued inpatient care upon completion of the convalescent leave will be approved by the commanding officer of the health care facility.

b. For a Marine that no longer requires inpatient care or continued treatment as an outpatient, convalescent leave may be granted as delay (not chargeable as leave) in reporting back to his or her unit by the commanding officer of the health care facility concerned. The convalescent leave authorized and the corresponding reporting date will be immediately forwarded to the cognizant unit commander by the medical treatment facility.

c. Convalescent leave for patients whose command and health care centers are collocated may be granted by either the commanding officer of the health care facility, as discussed above, or by the commanding officer of the Marine (upon recommendation of the attending physician). In either case, appropriate liaison between the health care facility and the command will be necessary for proper implementation.

4. Travel entitlements that may be associated with convalescent leave are covered by the JFTR.

2018. HOSPITALIZATION AND SICK IN QUARTERS. A Marine on leave or liberty who is hospitalized or placed in a "sick in quarters" status by a civilian or military physician shall not be charged leave for the period, since the Marine is medically unfit for duty. When placed in such a status the Marine shall comply with the instructions contained in PARAGRAPH 4001.1b(4) of this Manual. Chargeable leave shall terminate the day before the Marine is hospitalized and recommence the day following such hospitalization, sick in quarters, or convalescent leave so that only one "day of duty" is included in computation of leave for the total absence.

2019. RECALL FROM LEAVE. When Marines are on authorized leave and it becomes necessary to recall them to duty, the period of absence shall not be charged to the leave account when the period between departure on leave and the Marine's receipt of the recall is 3 days or less. The time of absence subsequent to the Marine's receipt of the recall shall be considered travel time unless the time lapse between receipt of the recall and the actual time of return is determined by the recall authority to be clearly excessive. In that event, the entire absence will be charged as leave. In circumstances where the member will be entitled to travel reimbursement, orders authorizing travel should be issued as provided for in the JFTR.

2020. ABSENCES OVER LEAVE AND LIBERTY

1. Absence Over Leave. Absence over authorized leave, if determined to be unavoidable, shall be charged to the Marine's leave account; otherwise, it will be considered as absence without leave. When a member has been absent over leave and the period of absence is excused as unavoidable, the number of days over leave will be added to the number of days authorized leave.

2. Absence Over Liberty

a. Absence over liberty, if determined to be avoidable shall be considered as unauthorized.

b. Absence over regular liberty, if determined to be unavoidable and the entire period of authorized and excused unauthorized absence is:

(1) 3 days or less, the entire period shall be considered liberty;
or

(2) in excess of 3 days, the excused unauthorized absence portions shall be considered as leave and charged to the member's leave account.

c. Absence over special liberty, if determined to be unavoidable, will be charged to the leave account to include both the authorized special liberty portion and the excused unauthorized portion.

d. Periods of absence over liberty determined to be chargeable against a Marine's leave account shall be charged at the rate of 1 full day for each day of absence. A leave authorization (NAVMC 3) will be prepared for documentation.

3. Exceptions. Absences over leave or liberty caused by mental incapacity, or early departure of a unit due to operational commitments, whether determined to be avoidable or excused as unavoidable, shall not be charged as leave, regardless of the duration. Detention by civilian authorities is covered by the MCTFSPRIM and the IRAM.

2021. ADVICE ON LEAVE BALANCE. Since the number of days a Marine may be absent and still be entitled to pay and allowances is fixed by statute, each Marine shall be informed of the current leave account status at the time of each request for leave. This information is normally provided by the Marine's Leave and Earnings Statement (LES). If for some reason a Marine does not receive a LES or does receive it and is unable to determine such information, the commander shall be responsible for determining and advising the Marine of the leave account status.

2022. EXTENSIONS OF LEAVE AND SPECIAL LIBERTY INCENTIVES FOR ASSISTANCE TO THE RECRUITING SERVICE. Marines on leave who recruit acceptable applicants for enlistment in the Marine Corps will be recommended for a 5-day leave extension or a 4-day special liberty for each accepted applicant. Marines can decide which incentive to choose. The Marine's commanding officer has complete discretion on whether or not to approve the extension or the liberty.

1. Applicability

a. General. Any enlisted Marine on annual leave or in a delay status may be recommended for a single 5-day extension of leave or 4-day special liberty to be utilized at a later date under the provisions of this Manual. Exceptions to the 5-day extension of leave are as follows:

(1) A Marine en route to school or other duty, where a definite reporting date has been established by the CMC or a port call "by date" has been established, will not receive an extension beyond the reporting date. Orders for a Marine in this status will be endorsed to recommend granting a 4-day special liberty period, a 5-day leave, or a 5-day extension of leave subsequent to completion of school or reporting to a new duty station.

(2) Extensions will not be granted when such extensions would result in excess leave.

b. Special Provisions for Graduate Recruits. The following special provisions apply only to personnel who are on leave (delay) immediately after completing recruit training. Commanding Officers of Recruit Stations/Districts and Inspector-Instructors may grant leave and liberty incentives for graduate recruits only.

(1) In addition to the incentives authorized in PARAGRAPH 2023.1a above, a second 5-day extension or 4-day liberty period may be granted for the enlistment of a second qualified applicant, unless such extension will result in excess leave, as in the case of 6-month trainees.

(2) No more than two 5-day extensions (total of 10 days extension of leave), one 5-day extension and a separate 4-day special liberty period, or two separate 4-day special liberty periods will be granted, regardless of the number of applicants accepted.

2. Administrative Instructions. Each Marine who brings an accepted applicant to a recruiting officer or I&I will have the option to elect either a 5-day leave extension or a 4 day special liberty. This can be utilized at the individual's duty station at the earliest time the Marine desires, consistent with operational and or training requirements of the unit to which assigned. Leave extensions or 4 day special liberty in conjunction with assistance to the recruiting service are only recommendations. The service member's command is the granting authority. The decision on whether or not to grant leave extensions or special liberty rests solely with the commanding officer.

a. Recruiting officers or I&Is will ensure that Marines and their commanding officers are given written notification (referencing this Manual) when they recommend a Marine for a leave extension or 4 day special liberty. They should assist the Marine in getting the leave extension.

b. If unable to complete the enlistment of the applicant recruited by a Marine on leave, prior to the commencement of return travel, recruiting officers are authorized to recommend the leave extension or 4 day special liberty if, in their opinion, there is reasonable expectation that the applicant will be enlisted

3. Dissemination. Commanding officers will stress this program by:

a. Requesting personnel departing on leave visit the representatives of the recruiting service in their leave areas.

b. Encouraging personnel departing on leave to take prospective applicants to recruiting stations.

c. Directing attention of all personnel commencing leave to the provisions of PARAGRAPH 2023.2, above.

d. Emphasizing conduct on leave and liberty which will make a favorable impression on the public.

e. Utilizing unit newspapers to publicize this program and the provisions of this Manual.

2023. FOREIGN LEAVE. Commanding officers may authorize personnel to take leave in foreign areas. A terrorist threat brief is required as discussed in subparagraph 4 below.

1. Marines desiring to take leave or travel outside the United States or outside the territory or foreign country of current assignment must obtain approval from their commanding officer.

2. Marines desiring to take leave or travel to or within U.S. possessions of Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands do not require travel clearance.

3. Foreign Clearance Guide. Travel clearance requirements and information on leave are contained in the DoDDir 4500.54, Department of Defense Foreign Clearance Guide (FCG). Copies can be requested through Defense Supply Center, Richmond (DCSR). Submit requests for the DoD FCG on letterhead stationary and include justification, description (General Info book and all unclassified regional books), stock number FCGXXALL, number of copies, and complete official mailing address, DoD Activity Address Code (RUC and/or UIC), and point of contact phone and fax number. The letter should request an initial issue of the FCG booklets and also request that the unit be placed on automatic distribution. Mail request to DCSR (Attn: JNAB (FLIP Cell), 8000 Jefferson Davis Highway, Richmond, VA 23291-5338 or fax to DSN 695-6524 or commercial (804) 279-6524. Telephone inquiries should be directed to 1-800-826-0342, (804) 279-6500 or DSN 695-6534. Aviation commands who currently have FLIP accounts should note their account number on the request.

a. The FCG is a directive of the Office of the Secretary of Defense (OSD), the Military Departments, Joint Staff, Unified and Specified Commands and DoD Agencies and Field Activities. The FCG applies to DoD and non-DoD personnel traveling under official sponsorship (including leave). The FCG is published in several volumes divided geographically and also has a classified supplement.

b. A current copy must be maintained by Marine Corps activities that:

(1) plan, clear, and process aircraft entering or flying over foreign nations and aircraft reentering CONUS.

(2) clear and process cargo for transport by DoD aircraft operating to, from, and between foreign areas.

(3) brief, clear, and process personnel for official TDY/TAD travel and leave to, from, and between foreign areas and between U.S. areas outside CONUS.

4. Terrorist Threat Briefings. Before traveling overseas all Marines will be provided a briefing concerning both the terrorist threat posed to their safety and the precautions which should be taken to minimize their vulnerability. Marine Corps Order 3302.1, Marine Corps Antiterrorism Program contains detailed information on briefing requirements. At a minimum, the local Naval Criminal Investigative Service Resident Agent and G2/S2 will be consulted for terrorist threat information. Marines traveling OCONUS are required to receive, at a minimum, a Level I briefing which must be recorded on the Unit Diary and leave papers. Official travelers should obtain a brief concerning local terrorist threat situations from the sponsoring supported agency security officer.

5. Crime and Other Adverse Conditions. The Department of State (DOS) Travel Advisory Program for U.S. citizens traveling and residing abroad embraces two general categories: Travel warnings and Consular Information Sheets (CIS).

a. When DOS recommends deferral of all travel to a country, a travel warning is issued.

b. Consular Information Sheets, which cover every country in the world, include general guidance for the traveler as well as country-specific and current information regarding crime, security conditions, and areas of instability.

c. For those countries where avoidance of travel is recommended, both travel warnings and Consular Information Sheets are issued. Travel warnings and CISs are available at any of the 13 regional passport agencies www.travel.state.gov/travel_warnings.html, field offices of the U.S. Department of Commerce, and U.S. Embassies and Consulates abroad. They may be obtained by mail: list countries of interest and send a self-addressed, stamped envelope to the Citizens Emergency Center, Bureau of Consular Affairs, Room 4811, Department of State, Washington, DC 20520. Audible travel warnings and CISs may be heard anytime by dialing the Citizens Emergency Center (202) 647-5225 from a touchtone phone. The recording is updated as new information becomes available.

d. Marines are reminded to report immediately to the nearest U.S. Government security element any terrorist or criminal incidents or other civil disturbances which they witness or in which they become involved while on travel status.

2024. LEAVE AWAITING DISCHARGE, SEPARATION, TRANSFER TO THE FMCR, OR RETIREMENT (TERMINAL LEAVE)

1. Authorization. Commanders, upon request, may grant leave up to the extent of accrued leave. Authorized terminal leave shall run continuously, to include normally authorized liberty periods, such as weekends and holidays. Leave in excess of 90 days may not be granted without prior authorization from the CMC (MMEA or MMOA). Marines allowed to take terminal leave are carried in a chargeable status and replacements will not be provided during the leave period. Marines serving overseas who are separating upon return to CONUS may request up to 60 days leave prior to completion of the prescribed overseas tour. Procedures for requesting leave and conditions upon which approval of such requests will be granted are contained in MCO P1900.16.

2. Administrative Procedures. Absence on leave at the time of separation or retirement without the necessity of return to the separation site, if this is desired, should be granted when requested in order to preclude the loss of leave and to minimize accrued leave. If leave without return to the separation site is desired and granted, all possible pre-separation counseling and administrative processing should be accomplished prior to the Marine's departure on leave. The Marine must agree to notify the commander having custody of the service records, by telephone, FAX or telegram, on the effective date of separation, of the Marine's location on that date so the DD Form 214 can be mailed. For those Reserve officers authorized leave per this PARAGRAPH, the constructive travel time, as defined in MCO 1900.16, will be computed and authorized to be used prior to entry into a leave status. Marines who avail themselves of leave and who are absent on leave at the time of separation (do not return to separation site) will be charged leave for the last day of active duty.

3. Terminal Leave for the Purpose of Securing Federal Employment. 5 U.S.C., section 5534a authorizes a member of a uniformed service on separation leave to accept a civilian office or position in the Government of the U.S., its territories or possessions, or the Government of the District of Columbia and entitles the member to receive the pay of that office in addition to pay and allowances from the uniformed service for the unexpired portion of the terminal leave. Marines assigned to the retired lists or the Fleet Marine Corps Reserve are subject to the conditions affecting entitlement contained in part 2, chapter 1 of the DoD Military Retired Pay Manual. Normally Federal agencies require certification that the member is on terminal leave prior to granting employment. Terminal leave granted for purposes of employment referred to by 5 U.S.C., section 5534a will include the following statement on the leave authorization: Separation Leave, 5 U.S.C., section 5534a.

4. Restrictions on Employment. Marines in a terminal leave status whether prior to retirement, discharge, or separation are still in an active duty military status. Accordingly, the proscriptions against employment by defense contractors furnishing war materials to the DoD and other statutory and regulatory proscriptions against employment of active duty members are applicable (see SECNAVINST 5370.2.). Guidance regarding the propriety of employment during a period of leave may be obtained from the local law center.

2025. LEAVE AWAITING ORDERS AS A RESULT OF DISABILITY PROCEEDINGS. A Marine on active duty who has been found unfit to continue naval service by the Physical Evaluation Board (PEB) and who has unconditionally accepted the PEB finding may, subject to the Marine's consent and the Commanding Officer's approval, be ordered home to await final disposition of the disability proceeding, as per the current edition of chapter 8 of MCO P1900.16 (MARCORSEPMAN). Leave will be charged to the extent that leave is available, beginning with the date of arrival home or the date after constructive travel time ends, which is earlier. The date of departure from the old duty station is a day of duty. When the date of arrival home is the same day as the date of departure, leave is charged for the day following. Leave will be charged as it accrues for each day the Marine remains in an awaiting disability proceedings status, including those Marines with a negative leave balance. This charge-as-it-accrues requirement means that no leave remains available to reduce a negative balance that existed on the date the Marine was ordered home.

2026. APPELLATE LEAVE OR LEAVE AWAITING ADMINISTRATIVE SEPARATION. The removal of those members awaiting a punitive discharge, dismissal, involuntary administrative separation, or administrative separation for cause from the presence of the active force promotes readiness by maintaining the highest standards of conduct and performance throughout the Marine Corps. Members

awaiting appellate review of a punitive discharge or dismissal may be permitted (voluntary leave awaiting appellate review) or required (involuntary leave awaiting appellate review) to take leave. Members being deadadministratively separated for cause may also be granted leave when in the best interests of the command.

1. Appellate Leave. Detailed procedures for appellate leave are contained in MCO 1050.16, Appellate Leave Awaiting Punitive Separation.

2. Leave Awaiting Administrative Separation. Members awaiting completion of administrative processing for separation for cause may, when in the best interests of the Marine Corps, be granted leave upon submission of a written request to the officer exercising general court-martial convening authority. Members volunteering for such leave who have accrued leave to their credit shall be charged with accrued leave until it is exhausted. Any leave beyond that which was accrued will be charged as excess leave. Leave authorization under this subPARAGRAPH does not apply to members awaiting administrative separation for expiration of enlistment or fulfillment of service obligation. Leave awaiting administrative separation may be terminated by the officer granting such leave at any time by written notification to the member. Involuntary leave is not authorized for Marines awaiting administrative separation.

a. Leave awaiting administrative separation will be granted only if:

(1) there are no additional proceedings necessary for execution of the discharge which require any further action by the Marine or would require the Marine's physical presence; and

(2) the general court-martial convening authority believes that current proceedings will result in the Marine's separation.

b. Leave awaiting administrative separation will be terminated by the officer exercising general court-martial authority upon the Marine's written request.

2027. PHYSICAL EXAMINATIONS. Marines authorized leave under the provisions of PARAGRAPHS 2025, 2026, and 2027 of this Manual shall have completed physical examinations as prescribed in Article 15-29 of the Manual of the Medical Department. In those instances where the serologic test for syphilis is performed immediately prior to the start of authorized leave, the Marine must be verbally counseled and advised in writing of the possibility of developing venereal disease during the period between serologic testing and separation, of the need for follow-up blood testing, of the necessity for medical care in the event symptoms of venereal disease develop and, in general terms, of the sources of medical care available up to the actual separation from the Marine Corps.

2028. MEDICAL RESTRICTIONS. Marines undergoing treatment for an infectious or contagious disease shall not be granted leave except under the conditions outlined in PARAGRAPH 2012.7.

REGULATIONS FOR LEAVE, LIBERTY, AND
ADMINISTRATIVE ABSENCE

CHAPTER 3

LIBERTY REGULATIONS

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LIBERTY REGULATIONS

3001. LIBERTY

1. Regular Liberty. Regular liberty should normally be granted from the end of normal working hours on one day to the commencement of working hours on the next working day. On weekends, regular liberty should normally be authorized to commence at the end of working hours on Friday afternoon until the commencement of normal working hours on the following Monday morning. For Marines on shift work, equivalent schedules should be arranged, though the days of the week may vary. Regular liberty periods shall not exceed 3 days. Public holiday weekends and public holiday days or periods specifically authorized by the President of the United States are regular liberty periods.

2. Special Liberty. Special liberty shall not be combined with regular liberty or holiday periods when the combined periods of continuous absence will exceed 3 days (e.g., a 3-day special liberty period may not be combined with a weekend).

3. Three or Four Days Special Liberty. Special liberty periods of 3 or 4 days may be granted on special occasions or in special circumstances, such as, but not limited to:

a. compensation for significant periods of unusually extensive working hours;

b. special recognition for exceptional performance, such as Marine of the month/year, etc.;

c. compensation for long or arduous deployment from home stations or homeport, afloat or in the field;

d. compensation to Marines on ships in overhaul away from homeport;

e. compensation for duty at a unit or activity for which normal liberty is inadequate due to isolated locations;

f. a traffic safety consideration for long weekends or avoidance of peak traffic periods; or

g. house hunting trips for Marines returning from overseas tours who are not otherwise eligible for permissive TAD as prescribed in MCO P1000.6.

4. Limitations

a. Three-day special liberty is a liberty period designed to give a service member 3 full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 4th day (e.g., from Monday evening until Friday morning or from Friday evening until Tuesday morning). When a 3-day liberty embraces only regular liberty time, such as Saturday and Sunday with a Friday or Monday National Holiday (when scheduled work hours are not included), the time off is regular liberty. A 3-day special liberty period may not be combined with normal liberty or holiday periods when the combined periods of continuous absence would exceed 3 days.

b. Four-day special liberty is a liberty period designed to give a service member 4 full days absence from work or duty, usually expiring with the start of normal working hours on the 5th day, and including at least two consecutive non-work days (e.g., from Wednesday evening until Monday morning).

c. Liberty periods shall not be effective in succession or used in series through recommitment immediately after return to duty.

d. Leave and special liberty should not be combined in continuous absence from the duty station, nor should they be effective in succession or series through commencement of one immediately upon return to duty from the other. Leave and special liberty may only be combined when the Marine will physically be within the normal commuting location (as established by the local commander) and available for recall to duty during the special liberty period. When combined with special liberty, Marines will not be charged annual leave during the special liberty period provided they are within specified liberty limits.

5. Compensatory Liberty. When the operational situation permits, compensatory time off as liberty should normally be granted following duty on national holidays. When granted, this compensatory time off should, except in unusual circumstances in individual cases, be granted on the first working day following the holiday. If a holiday falls on a weekend, a Friday or Monday is designated as the non-workday. Compensatory time off is to be applied to both the holiday and the designated non-workday, on a day-for-day basis.

6. Extensions of Liberty. When a Marine requests an extension of an authorized period of special liberty and the said time (special liberty and extension) shall exceed 4 days, that portion that exceeds the special liberty shall be charged to the Marine's leave account.

7. Medical Restrictions. Marines under treatment for infectious or contagious disease shall not be granted liberty while they are in an infectious stage except in cases of urgent personal matters, which in the discretion of the officer in command or competent medical authority warrant authorization of such liberty.

3002. LIBERTY LIMITS. While liberty is permission to leave the duty station, it does not include permission to leave the general vicinity of the post or station. Commanders shall define liberty limits in local liberty regulations after taking into consideration the local situation, including the surrounding facilities, availability of transportation, commuting distances, and other pertinent factors.

3003. LIBERTY PASSES. A valid Armed Forces Identification Card, DD Form 2MC, shall suffice to identify a Marine on authorized liberty. Liberty passes may be used to control the authorized absence, other than leave or administrative absence, of Marines below the grade of corporal when, in the judgment of the commander or the senior officer in the chain of command, it is deemed necessary for security, operational, or other overriding circumstances. When deemed necessary, the following liberty passes and lists may be used:

1. Regular Liberty. When liberty passes are prescribed for regular liberty within the general vicinity of the duty station, the Armed Forces Liberty Pass (DD Form 345) should be used.

2. Liberty Lists. When liberty passes are used, liberty lists should be maintained by using NAVMC 10472 or other locally devised lists.

3. Special Liberty or Permission to Leave the General Vicinity of the Duty Station. When such passes are deemed necessary by the commander or the senior officer in the chain of command, the Liberty Request/Out of Bounds Pass (NAVMC

10471) may be used to authorize special liberty or permission to leave the general vicinity of the duty station.

4. Special Passes. When deemed appropriate or necessary to publish special instructions, the commander or the senior officer in the chain of command may require the use of special passes for regular or special liberty for visits to foreign countries or places which are contiguous to local liberty areas.

3003. PUBLIC HOLIDAYS. The following holidays established by law should be observed except when military operations prevent. When such holidays fall on a Saturday, the Friday before shall be considered a holiday. When such holidays fall on a Sunday, the Monday after shall be considered a holiday. Other public holidays may be designated by the President on a one time or continuous basis.

1. New Year's Day, 1 January.
2. Dr. Martin Luther King, Jr.'s Birthday, the third Monday in January.
3. President's Day, the third Monday in February.
4. Memorial Day, the last Monday in May.
5. Independence Day, 4 July.
6. Labor Day, the first Monday in September.
7. Columbus Day, the second Monday in October.
8. Veterans Day, 11 November.
9. Thanksgiving Day, the fourth Thursday in November.
10. Christmas Day, 25 December.

3003 ABSENCE OVER LIBERTY. For detailed instructions regarding absence over liberty and exceptions thereto see PARAGRAPH 2021.2.

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CHAPTER 4

ADMINISTRATIVE REQUIREMENTS

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CHAPTER 4

ADMINISTRATIVE REQUIREMENTS

4001. LOCAL LEAVE AND LIBERTY REGULATIONS. The Marine Corps Manual, 1980, requires that leave and liberty orders be published for each command. In addition to such other information and instructions as may be dictated by the local situation, commanders shall include the following in local leave and liberty regulations.

1. Information Applicable to Leave and Liberty

a. contents of the PARAGRAPH 1303.2c of the MCMC, 1980 verbatim, as follows:

Military police, shore patrols, security police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive or corrective measures, including apprehension, if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of the peace, disorderly conduct, or any other offense which reflects discredit upon the Annex Forces. Personnel on leave or liberty are subject to this authority.

b. An emergency is defined as a situation wherein the need or apparent need for medical or dental attention is such that time does not permit application to a Federal medical or dental facility, including those available through Veterans' Administration facilities, or obtaining the required authority in advance. Emergency dental care is limited to temporary measures appropriate to relieve pain or to abort infection and does not include the furnishing of prosthetic appliances including crowns or inlays, or the use of gold or other precious metals for fillings.

(1) If emergency medical or dental care is required and there are nonaval facilities available, initial application shall always be made to another Federal medical or dental facility, if available. (Federal facilities are those of the Navy, Army, Air Force, Public Health Service, and Veterans' Administration.)

(2) If the foregoing is not feasible, in a bona fide emergency situation, Marines may obtain emergency treatment from any source at Government expense.

(3) If Marines on leave or liberty are hospitalized, they should immediately notify their commanding officer or the nearest Marine Corps activity or representative and request instructions and assistance. If on leave, the Leave Authorization (NAVMC 3), should be endorsed or annotated to show, over the doctor's signature, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing this information shall be obtained for delivery to the Marine's commanding officer. Convalescent leave can be recommended by a civilian or military doctor.

(4) Whether or not civilian emergency health care involves hospitalization, the Marine is responsible for obtaining bills for such treatment. Itemized bills must show dates on or between which services were rendered or supplies furnished, and the nature of the charge for each item for presentation to the Marine's commanding officer in order that the bill may be

processed per the provisions of NAVMEDCOM L320.1, Non-Naval Medical and Dental Care.

c. Personnel, by billet, authorized to sign leave papers. If this information is documented elsewhere, it does not have to be included.

d. Local check-in/check-out procedures for leave.

e. Any amplifying information the local commander may wish to add.

2. Information Applicable to Leave

a. Leave is granted under the condition that the Marine can return to duty upon expiration of the leave at the place and time specified in the leave authorization. It is also the Marine's responsibility to have sufficient funds to defray all expenses including transportation. Marines may obtain space required return transportation assistance from any uniformed services installation, the cost of such transportation is subject to lump-sum checkage from their pay accounts and they may be subject to disciplinary action if the transportation authorized and arranged for them does not ensure their arrival at their command prior to expiration of the leave.

b. Note: If the command has shift workers, include a listing of the time frames for each shift (if practical). Leave papers for shift workers should have "shift worker" annotated.

3. Information applicable to regular and special liberty

a. Definitions.

b. Amplifying information.

c. Liberty hours.

d. Liberty limits (to include normal commuting range, regular, and special liberty limits, etc.). Limits are site specific and are determined by the commander.

4002. LEAVE AUTHORIZATION (NAVMC 3)

1. Usage. The Leave Authorization (NAVMC 3), should be used for requesting as well as authorizing leave in all cases except:

a. Leave granted as delay en route.

b. Leave granted in conjunction with TAD or permissive TAD.

c. Emergency leave involving funded travel.

d. Leave under other circumstances where specific instructions are required or advisable, such as in the case of some foreign leave (i.e., NATO), separation leave, leave while awaiting appellate review, administrative discharge, etc.

2. Preparation Instructions. When the NAVMC 3 is used, the instructions contained on the form constitute the conditions under which the leave is granted. Prior to approval, the leave granting authority should ensure that the requesting Marine understands these instructions as well as pertinent instructions in local leave regulations. The leave authorization will be completed as follows:

BLOCK # ENTER

- 1 Title of authorizing official to grant leave; i.e., commanding officer, director/chief of staff, inspector-instructor, first sergeant, or delegated official.
- 2 Last name, first name, middle initial, grade, SSN, and military occupational specialty.
- 3 Complete address of organization and commercial unit telephone number and area code.
- 4 Number of days authorized and inclusive dates.
- 5 Date and time authorized to depart on leave.
- 6 Date and time required to return from leave.
- 7 Type of leave (annual, emergency, terminal leave, etc.).
- 8 Total number of days taken this fiscal year (FY) (1 October to 30 September).
- 9 Leave balance taken from MCTFS.
- 10 Expiration of current contract.
- 11 Leave address and telephone number.
- 12 Signature and date.
- 13-14 Immediate superior will check appropriate box and sign in signature block. If leave is disapproved, an explanation will be provided in column indicated.
- 15 XO, director/chief of staff/deputy, OOD/DNCO.
- 16 Grade and component of above.
- 17 Title of above.
- 18 Date and time Marine departs for leave and signature of duty officer or the duty noncommissioned officer (DNCO). In cases of check-out by telephone, the Marine will complete this block after checking out by telephone.
- 19 Date and time Marine returns from leave and signature of duty officer or DNCO. In cases of check-in by telephone, the Marine will complete this block after checking in by telephone.
- 20 Number of days extension granted, date granted, signature of granting officer, and unit or attach a copy of the document authorizing extension to original leave papers.
- 21 Name and address of hospital, time and date admitted, time and date released, any pertinent remarks, diagnosis, and signature of attending physician, civilian or military.

22 Number of days leave charged, inclusive dates, and unit diary number reporting the leave.

NOTE: The unit transaction register number will not be entered on the leave papers.

3. Distribution. A copy to the Marine and the original to the correspondence files after completion of required unit diary action. Copy to the unit mail orderly.

4003 TRAVEL ORDER LEAVE AUTHORIZATION. Leave authorized as delay en route, in conjunction with TAD, as emergency leave involving funded travel (i.e., delay en route or TAD in connection with emergency leave) or permissive TAD, and other leave where the conditions and circumstances are such that the NAVMC 3 is inadequate, should be authorized in travel orders or in letter format. Information to be included in leave authorizations under various circumstances is contained in PARAGRAPH, 5002 and may be further amplified as the local situation may dictate.

4004 DELAY EN ROUTE. Leave granted as delay en route should, if requested, be authorized in PCS orders or endorsements thereto; hereinafter referred to as orders. In all cases, a copy of the orders issued shall be furnished by the command or organization to which the Marine is to report for duty. If the Marine is being transferred from CONUS to an overseas duty station, the delay should be granted en route to the port of embarkation of the staging command. If the PCS order includes temporary duty en route to the ultimate duty station, the delay may be granted before or after any temporary duty within CONUS, provided reporting dates are met. As an exception to the foregoing, Marines who desire to take leave in close proximity to their overseas duty stations may be authorized to do so per PARAGRAPH 2024 and provided such is indicated on the appropriate port call document submitted per the provisions of MCO 4650.30. Orders authorizing delay en route should include the following as applicable:

1. Leave address. Orders authorizing delay en route shall include the Marine's leave address and the name and address of next of kin to be notified in case of emergency. The Marine's leave address should be where the member plans to spend the leave or where the member will maintain contact while on leave. Such orders issued shall require all Marines to report any changes in their leave address to the CMC (MMOA or MMEA).

2. Leave Authorized and Leave Balance. The number of days authorized as delay en route, the Marine's leave balance upon completion of the authorized leave, and leave extension instructions shall be included in orders issued. Refer to MCO P1000.6, for other required instructions.

4005. ADMINISTRATIVE INSTRUCTIONS FOR EMERGENCY LEAVE INVOLVING FUNDED LEAVE TRAVEL. The provisions of this PARAGRAPH are applicable when authorized emergency leave is involved from overseas to CONUS, from CONUS to overseas, and between overseas areas, and return when return is required, provided an AMC channel exists for any segment of the journey. Emergency leave within the scope of this chapter provides for the expenditure of appropriate funds for AMC travel. Therefore, appropriate travel orders, which include leave authorization, are required. Except as authorized in PARAGRAPH 5004.1 or 2 below, travel shall be performed in a TAD status and appropriate TAD orders shall be issued. The pertinent provisions of MCO P1000.6 and PARAGRAPH 4004 of this order apply.

1. PCS Orders

a. Overseas commanders, Officers In Charge (OICs), and other subordinate commanders to which this authority may be sub-delegated, are authorized in cases of Marines who have 90 days or less remaining on their current overseastours at the time they depart their overseas duty station for emergency leave in the CONUS (less Alaska and Hawaii) and when they **are in receipt** of PCS orders, to modify the effective date of the PCS orders issued by the CMC (MMEA or MMOA) from that set forth in the orders to the date of departure on emergency leave. This Manual and the current MCBul in the 1321 series shall be cited as authority for such modifications.

b. Overseas commanders, OICs and other subordinate commanders to which this authority may be sub-delegated, are authorized in cases of Marines who have 90 days or less remaining on their current overseas tour at the time they depart their overseas duty station for emergency leave in the United States (less Alaska and Hawaii) and who **are not in receipt** of PCS orders, to issue emergency leave in connection with PCS orders to such Marines directing them to proceed to CONUS for further assignment by the CMC (MMEA or MMOA). This Manual and the current MCBul in the 1321 series shall be cited as authority for issuance of such PCS orders.

c. When orders are modified or issued per PARAGRAPH 5005, the CMC (MMEA or MMOA) shall be provided pertinent details including the Marine's leave address, by message (including periods of MINIMIZE). Additionally, such orders shall be included when compiling the report required by MCO 7130.1.

d. Orders issued per PARAGRAPH 4005.1b shall include the following:

(1) Instructions for the Marine to report to the nearest Marine Corps activity upon arrival in CONUS for endorsement on the orders prior to proceeding to the emergency leave address.

(2) Instructions directing the Marine to provide the CMC (MMOA or MMEA) the following information by collect telegram to (703) 784-9300 for officers and (703) 784-9217 for enlisted Marines, The DSN prefix is 278. Provide the following information:

- (a) name,
- (b) grade,
- (c) SSN,
- (d) date and time arrived CONUS,
- (e) port of entry,
- (f) number of days leave authorized, and
- (g) leave address and phone number.

2. TAD Orders

a. Marines authorized emergency leave within the scope of PARAGRAPH 2012, other than as provided in PARAGRAPH 5004.1, shall be issued TAD orders in connection with emergency leave as set forth in the JFTR. The orders will authorize travel from overseas to the CONUS, from the CONUS to overseas, and

between overseas areas and return, as required by the location of the Marine's duty station and domicile.

b. Commercial transportation may be authorized or approved only upon a determination that, considering the nature of emergency involved, space required Government transportation is not reasonably available.

c. In addition to other instructions required by MCO P1000.6, to be included in TAD orders and dictated by the local situation, all such TAD orders shall include the following:

(1) Instructions for the Marine to report to a specific transportation terminal for Government transportation.

(2) Instructions for the Marine to report to the Marine liaison or nearest Marine Corps activity, if one is located in the immediate vicinity, on arrival at the AMC terminal at destination for endorsement of the Marine's orders to terminate the TAD and commence the emergency leave. If there is no Marine liaison or Marine Corps activity in the vicinity of the AMC terminal, call the Marine Corps Liaison at Los Angeles Airport, commercial: (310) 363-1997/3590, DSN: 833-1997, or fax to (310) 216-7723 to ensure that the orders are again endorsed to certify the time and date reported upon completion of the leave for return transportation to parent command.

(3) Leave address, number of days leave authorized, and the Marine's leave balance upon completion of the leave authorized. In the case of enlisted Marines, the ECC will also be included.

(4) Instructions that any request for extension of the authorized leave should be addressed to the Marine Liaison, LAX as specified in PARAGRAPH 2012.5n.

(5) Advise that, if the circumstances so dictate, the Marine should seek the assistance of the nearest Marine Corps activity or representative, in submitting a request for humanitarian transfer or hardship discharge. If it is not feasible to contact a Marine Corps activity or representative in this regard, such a request may be submitted directly to CMC (MMEA for enlisted personnel and MMOA) for officer personnel).

(6) A statement that while in a TAD status travel via Government air is directed, Transportation Priority I certified en route to destination and Transportation Priority III certified for return transportation.

(7) Estimated cost and a statement that no expense to the Government, other than for transportation in-kind, will be furnished.

(8) The Customer Identification Code (CIC) for AMC transportation.

4006. APPROPRIATION DATA. Orders issued under authority of PARAGRAPH 5004 shall include complete applicable appropriation data. In TAD orders issued in connection with emergency leave, indicate the appropriation data chargeable to that account which supports the TAD travel of the command to which the Marine is assigned. In PCS orders issued in connection with emergency leave, include the following appropriation data:

a. Marine Officers. TravChar appn17*1105.2753, BCN 44690, AAA 000027, CC 74128 off tvl (TIK), 74122 off tvl (MALT), 74124 off tvl (Per Diem), 74150 depns (TIK), 74178 depns (MALT), 74185 depns (Per Diem), 74152 and 74154 trans HHG, 74157 (DLA).

b. Marine Enlisted. TravChar appn17*1105.2753, BCN 44690, AAA 000027, CC 74129 enl tvl (TIK), 74123 enl tvl (MALT), 74125 enl tvl (Per Diem), 74160 depns (TIK), 74179 depns (MALT), 74186 depns (Per Diem), 74162 and 74164 trans HHG, 74167 (DLA) and 74131 (TLE) - Jr. Enl. E-4 and below.

NOTE: *Last digit of FY in which the Marine is detached.

4007. RECEIVING ENDORSEMENT. Marines ordered to the CONUS under authority of PARAGRAPH 4005 who are not in receipt of an ultimate duty station prior to detachment shall be required to certify a receiving endorsement to their orders. This endorsement should contain language which is both specific and time-limiting, as follows:

"I understand that upon completion of my leave and lacking receipt of orders that I am required to contact CMC (MMEA or MMOA) no later than 2400, (date) at (703) 784-9300 for officers and (703) 784-9217 for enlisted Marines, DSN: 278. I further understand that my failure to comply with this requirement may result in disciplinary actions."

4008. RESPONSIBILITY AND ADMINISTRATIVE PROCEDURES FOR LEAVE ACCOUNTING

1. General. Leave accounting is an important administrative function. Accounting for leave is important for individual Marines to allow them to be reimbursed for unused leave at the end of their enlistment. In addition, leave accounting can result in major financial losses to the Marine Corps if Marines being reenlisted or discharged have not used leave to which they are entitled, or the leave used has not been properly recorded.

2. Responsibility

a. Commanding Officers

(1) The commanding officer has the ultimate responsibility for reporting information into the Marine Corps Total Force System (MCTFS) and ensuring that all authorized annual leave, supported by the NAVMC 3 is promptly and properly reported by unit diary entry. The commanding officer is also responsible for ensuring all orders authorizing delay, which is charged as annual leave, are submitted within 3 working days, following completion of travel, to the disbursing officer for liquidation and entry of annual leave or delay into MCTFS.

(2) The commanding officer is responsible for verifying leave data entered into MCTFS by the disbursing officer. In those cases where delay or leave is authorized on orders, but does not appear on the LES within 2 months, the unit shall contact the disbursing officer to verify the status and or request submission of the leave data as required.

b. Disbursing Officers. The disbursing officer is responsible for processing all orders involving delay (leave) and ensuring that annual leave is promptly and properly entered into MCTFS. This responsibility pertains to all types of PCS, TAD, and reassignment orders, to include permissive TAD and nonappropriated orders funded by the Marine Corps or from civilian sources.

c. Staff Officers of Senior Headquarters. Commanders of major headquarters may delegate authority for the management and approval of leave to senior staff officers (G-staffs, department heads, division heads, branch heads, etc.). These senior staff officers are responsible for ensuring that the annual leave is promptly and properly reported to the Marines' commanding

officer using the procedures in PARAGRAPH 4008.3. A single control point will be established for this purpose.

3. Administrative Procedures for Leave Accounting

a. Except for orders authorizing leave or delay, the NAVMC 3 shall normally be used as the source document for granting, reporting, liquidating, and auditing of the LES for all annual leave periods. The NAVMC 3 shall be prepared per PARAGRAPH 4002 and sent to the commanding officer having MCTFS reporting responsibility.

b. The commanding officer will establish a 30/31-day file consisting of folders consecutively numbered for each day of the month. A copy of the NAVMC 3 will be inserted in the folder which corresponds to the date that the leave data is to be entered on the unit diary.

c. Senior staff officers will forward a copy of the NAVMC 3 to the Marine's commanding officer on the day the Marine departs on leave. The original completed NAVMC 3 will be forwarded to the commanding officer on the first working day after the Marine returns from leave. Once the original NAVMC 3 is received, leave must be promptly and properly reported by unit diary into MCTFS.

d. The original NAVMC 3 shall be placed in the command's correspondence file upon completion of the MCTFS reporting and unit diary certification action. The original NAVMC 3 will be retained by the command for a period of 6 months and disposed of per SECNAVINST 5212.5. There is no longer a requirement to file the NAVMC 3 in the service record book at any time.

e. For commands geographically separated, other forms (such as naval messages) may be used, but the procedures in PARAGRAPHS 4008.3 above still apply.

4009. LEAVE CHECK-OUT AND CHECK-IN PROCEDURES

1. Authorization. When leave has been requested and approved, commanders are authorized to permit Marines, departing on and returning from leave, to complete check-out and check-in procedures by telephone, except for those personnel in receipt of the DD Form 714 (meal card). Management and control procedures for the DD Form 714 are contained in MCO 10110.47. Commanders may extend such check-out and check-in procedures by telephone to all grades or selected grades (i.e., officers, SNCOs or NCOs only).

2. Administrative Instructions. If such authorization is granted, each Marine concerned should be:

a. Informed in writing that, when on detached duty (i.e., physically assigned overseas, but administratively joined on the roll of a CONUS command), the Marine must notify the commanding officer of the parent command, by message, of the time and date of departure and return from all periods of leave. This message may be used as a substitute for the NAVMC 3 at the CONUS command.

b. Permitted to pick up the leave authorization on the last working day prior to commencement of leave. (PARAGRAPH 2005.2 of this Manual applies regarding the day of departure and the day of return from leave.)

c. Instructed to enter the time and date of commencement and termination of leave in the appropriate space on the leave authorization, and to sign the entry immediately after placing each telephone call.

d. Directed to deliver the leave authorization to the commanding officer or the designated representative, at the commencement of the next regular working day subsequent to termination of leave.

e. Informed that permission to check-out and check-in by telephone is authorized as a personal convenience of the Marine and shall not be used as a means of extending the period of authorized absence chargeable as leave.

f. Cautioned that commencement and termination of leave must be made in the immediate vicinity of the Marine's duty station (place from which Marine normally commutes daily to and from work).

g. Advised that regulations prohibit utilizing special liberty to extend leave periods and that injury or death occurring during an improper extension of leave would be incurred "not in the line of duty" with the resultant loss of certain benefits or entitlements to the Marine, and or the immediate family from the Marine Corps and other Government agencies.

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CHAPTER 5

ADMINISTRATIVE ABSENCE

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CHAPTER 5

ADMINISTRATIVE ABSENCE

5001. ADMINISTRATIVE ABSENCE

1. Purpose. Administrative absence for any of the purposes outlined below may be authorized for Marines. In approving such requests, care must be taken to ensure that the planned absence clearly falls within the criteria provided. If it does not, the absence shall be handled under normal leave or liberty procedures. Commanders with standing authorization to grant administrative absence and those who may be authorized to warrant such absence on a specific basis shall ensure that this program is monitored closely to preclude adverse criticism and to prevent use of this program to accumulate, rather than expend, accrued leave. Administrative absence will not be used in place of valid TAD requirements because TAD funds are not available.

5002. PERMISSIVE TAD (PTAD)

1. Authorization

a. Commanding generals and separate/detached organizational commanding officers are authorized to grant periods of PTAD not to exceed 30 days. This may be further delegated. Other commanders who desire to grant administrative absence, general officers in command who desire to grant periods in excess of 30 days, and any commander who desires authority to grant administrative absence for a purpose not defined below, shall request such authorization from CMC (MP). Requests shall contain at least the following information:

(1) number and grade of military and or civilian personnel involved;

(2) purpose, duration, and location; and

(3) justification.

b. Leave can be granted in conjunction with PTAD.

c. PTAD can be granted before or after funded TAD periods as separate orders.

2. Administrative absence may be authorized for the following purposes:

a. Attendance at meetings sponsored by recognized non-Federal technical, scientific, professional medical, professional dental, professional legal, and professional ecclesiastical societies and organizations, when the meetings bear a direct relationship to the member's professional background or primary military duties and clearly enhance the Marine's value to the Marine Corps.

b. Attendance of a member of the board of directors of a DoD credit union, at meetings of associations, leagues, or councils formed by DoD credit unions, the purpose of which is directly related to the DoD credit union program.

c. Participation in competitive sports events and essential support of participants in competitive sports events.

d. Attendance in response to a subpoena, summons, or request in lieu of process, as a witness at a state criminal investigative proceeding or criminal

prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.

e. Travel to new permanent station area for the purpose of house hunting for up to 10 days. Marines issued PCS orders to any location where Government quarters will not be available, Marines authorized to occupy non-Government quarters at their new permanent stations, or Marines scheduled for restrictive tours who wish to move their dependents to a designated place are eligible to request PTAD. PTAD for house hunting may be used in conjunction with leave and liberty, but not with travel and proceed time. If the Marine does not perform PTAD prior to detaching from the old duty station, PTAD may be authorized by the commanding officer at the new duty station after the Marine reports for duty. A period of PTAD for house hunting may not exceed 10 total days including work days and nonwork days. Marines separating or retiring are not eligible for PTAD for house hunting under this PARAGRAPH, but may be eligible for transition PTAD covered in PARAGRAPH 5005.

f. Participation in other official or semi-official programs of the Marine Corps, for which funded TDY is not appropriate, which will enhance the member's value to the Marine Corps or the member's understanding of the Marine Corps and the member's relationship to it.

5003. PTAD FOR BIRTH. Commanders may authorize up to 10 days PTAD for a married male Marine when his spouse gives birth dependent on the unit's mission, specific operational circumstances, and the Marine's billet. This authorization may be extended to unmarried male Marines in Circumstances such as, but not limited to, when the unmarried male Marine has sole-custody of the baby. This PTAD must be completed within 25 days after the child's birth. If appropriate medical facilities are not available for delivery, then PTAD up to 10 days may be authorized for the male Marine to accompany his spouse prior to and immediately following delivery.

5004. PTAD FOR ADOPTION. Commanders may authorize up to 10 days PTAD for any Marine adopting a child, or one or both parents of a dual military couple, dependent on the unit's mission, specific operational circumstances, and the billets involved. The PTAD period should commence when the child is ready for placement to assist the parent(s) in relocating the adoptive child, formalizing legal requirements, establishing a child care program, and other tasks as required.

5005. TRANSITION PTAD. Transition PTAD is authorized for Marines being involuntarily separated from active duty if discharged under honorable or general (under honorable conditions) as discussed below and in MCO P1000.6.

1. Transition PTAD is only authorized in the following circumstances:

a. Officers or enlisted Marines selected for involuntary separation by selective early release or retirement boards (SERBs).

b. Officers and enlisted Marines with a mandatory retirement date.

c. Officers nonselected for promotion and selected for release from active duty.

d. Enlisted Marines denied further continued service as a result of Enlisted Career Force Controls (CFC).

e. Officers and enlisted Marines with an approved retirement date are eligible for transition PTAD.

f. Officers and enlisted Marines with an approved separation under the VSI or SSB programs.

2. **CONUS**-based Marines being released from active duty for the reasons described in PARAGRAPH 5005.1 above are authorized up to 20 days transition PTAD. The only exception to this is CONUS-based Marines being released from active duty who were domiciliaries before entering active duty and continue to be domiciliaries of states, possessions, or territories of the United States located OCONUS, including domiciliaries of foreign countries, are authorized up to 30 consecutive days transition PTAD only for house and job hunting in the state, territory, possession, or country of their domicile.

3. **OCONUS**-based Marines being released from active duty for the reasons described in PARAGRAPH 5005.1 above are authorized up to 30 consecutive days transition PTAD.

4. The transition PTAD approving authority may be delegated to unit commanders or other PTAD approving authorities. All or part of authorized PTAD may be denied if approval would interfere with military mission accomplishment. Transition PTAD may be taken in conjunction with terminal leave. CONUS PTAD may be taken in increments subject to the approving authority's discretion. For those Marines electing to take PTAD in increments, it is required that the Marine returns to the immediate vicinity of the duty station for a minimum of 24 hours prior to commencing the next increment. Unlike leave, Marines may take PTAD successive Mondays through Fridays as long as they are in the local area for 24 hours between trips. If taken in conjunction with terminal leave transition PTAD runs consecutively.

5. PTAD approved under this program is for house hunting, job hunting, or other activities to facilitate relocation.

5006. EXCESS LEAVE

1. Marines may request up to 30 days excess leave to accomplish the objective discussed above. Marines must select transition excess leave or transition PTAD, but may not be authorized both.

2. Foreign travel clearance requirements of PARAGRAPH 2024 apply to Marines desiring transition PTAD or transition excess leave outside the United States or OCONUS area of current assignment.

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APPENDIX A

DEFINITIONS

DEFINITIONS. The following words and terms are not defined elsewhere in the Manual. Where the words appear they should be interpreted as meaning the following:

1. Shall. This word means those addressed are compelled or obligated to do what is intended or directed.

2. Should. This word is used in the sense of expectation and means that those addressed will do something, but leaving an option for some overriding reason not to do it.

3. May. This word is used in the permissive sense and means those addressed are given full option to choose whether or not to do something.

4. Administrative Absence. A period of authorized absence (including permissive TAD) not chargeable as leave, to attend or participate in activities of a semi-official nature, to the benefit of the Marine Corps or the DoD.

5. Leave. Authorized absence from a place of duty, chargeable against the Marine's leave account. This leave is earned at the rate of 2.5 days of leave per month for active duty of 30 consecutive days or more, except for periods of: (a) absence from duty without leave; (b) absence over leave; (c) confinement as the result of a sentence of a court-martial; and (d) leave required to be taken under 10 U.S.C. 876a, (Title 10, United States Code).

a. Accrued Leave. Earned leave; earned at the rate of 2.5 days per month. May be a negative leave balance. The account balance of ordinary earned or accrued leave must be reduced to 60 days at the end of the fiscal year, except as provided in PARAGRAPH 2008. Accrued leave is also referred to as "earned leave."

b. Advance Leave. Leave granted to a Marine with pay and allowances, prior to its accrual, based on the expectation that the amount advanced will be earned prior to the Marine's separation or in the case of a Marine who has executed a first extension of enlistment, prior to the effective date of that extension.

c. Annual Leave. Leave granted in execution of a command's leave program, chargeable to the Marine's leave account. This is also referred to as "ordinary leave."

d. Convalescent Leave. Non-chargeable leave granted for a period of authorized absence to Marines under medical care for sickness or wounds and not yet fit for duty, which is part of the treatment prescribed to the Marine. This is also referred to as "sick leave."

e. Delay En Route Leave. Chargeable leave taken in connection with travel, either PCS or TDY, including a consecutive overseas tour (COT).

f. Emergency Leave. Leave granted for a personal or family emergency requiring the Marine's presence. It is chargeable to the Marine's leave account.

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g. Environmental and Morale Leave (EML). Leave granted in conjunction with environmental and morale leave program established at an overseas installation where adverse environmental conditions require special arrangements for leave in more desirable places at periodic intervals. The leave taken under the EML program is ordinary leave chargeable to the service member's account.

h. Excess Leave. Leave granted in excess of earned leave and advance leave during which the Marine is not entitled to pay and allowances. Generally, a negative leave balance at the time of release from active duty, discharge, first extension of enlistment, desertion or death, shall be considered excess leave without regard to the authority under which the leave resulting in the negative balance was granted.

i. Foreign Leave. Annual or emergency leave granted for the purpose of visiting or which will involve traveling through countries or places other than the country or place in which the Marine has a duty assignment. Such leave is chargeable to the Marine's leave account except for periods of travel as described in PARAGRAPH 2012.5 for Emergency Leave. Instruction for leave in foreign countries is contained in PARAGRAPH 2024.

j. Graduation Leave. Leave granted as a delay in reporting to the first duty station in the case of a graduate of a service academy who has been appointed a commissioned officer in the Marine Corps. It is not chargeable to the Marine's leave account.

k. Reenlistment Leave. Leave granted to enlisted Marines incident to reenlistment. It is chargeable to the Marine's leave account.

l. Rest and Recuperation (R&R) Leave. Leave granted in conjunction with R&R programs established in areas designated for hostile fire or imminent danger pay. Operational military considerations prevent the full use of ordinary annual leave programs for R&R. Leave granted in connection with authorized R&R programs is chargeable to the Marine's leave account.

m. Terminal Leave. Ordinary leave chargeable to the Marine's leave account to assist separating service members with their personal affairs. Also referred to as "retirement or separation leave." This is a final leave immediately prior to separating, discharge, transfer to the SMCR, or retirement.

6. Liberty. Any authorized absence granted for short periods to provide respite from the working environment or for other specific reasons, at the end of which the Marine is actually on board or in the location from which the Marine regularly commutes to work. This includes regular and special liberty periods.

a. Regular Liberty. A liberty period, not to exceed 3 days, usually commencing at the end of normal working hours on a given day and expiring with the start of normal working hours on the next working day. Public holiday weekends and public holiday periods or days which, by direction of the President, are extended to exceed 72 hours, are regular liberty periods.

b. Special Liberty. Liberty granted outside of regular liberty for unusual reasons, such as, but not limited to, compensatory time off, emergencies, to exercise voting responsibilities of citizenship, for observance of major religious events requiring the individual to be continuously absent from work or duty, or for special recognition. Special liberty shall not exceed 3-days, except in the case of special 4-day liberty.

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c. Three-day Liberty. A special liberty period commencing at an hour designated by the commander and expiring 3 days later. It is designed to give the Marine 3 full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 4th day (e.g., from Monday evening until Friday morning). When a 3-day liberty embraces only regular liberty time, such as a Saturday, Sunday, or a Monday or Friday national holiday (when scheduled working hours are not included), the time off is treated as regular liberty.

d. Four-day Liberty. A special liberty period commencing at an hour designated by the commander and expiring 4 days later. It is designed to give the Marine 4 full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 5th day and includes at least 2 consecutive nonwork days (e.g., from Wednesday afternoon until Monday morning).

7. Sick in Quarters. A status wherein a Marine is excused from duty for treatment or medically directed self-treatment at home, in the barracks, or other nonhospital facilities. This shall be prescribed by competent medical authority and not be an "after the fact" determination. The elapsed time necessary to return the patient to a duty status should generally not exceed 3 days.

8. Loco Parentis. A person who stood in place of a parent to the Marine 24 hours a day for a period of at least 5 years before the Marine became 21 years old or entered the Marine Corps. The person must have provided the following: a home, food, clothing, medical care, and other necessities as well as furnished moral and disciplinary guidance and affection. A grandparent or other person normally is not considered to have stood in place of a parent when the parent also lived at the same residence. Neither is a person considered in loco parentis for performing babysitting or providing day care service.

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