



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER
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NAVDENCENS DIEGO INST 1050.1H
012
14 May 1998

NAVDENCEN SAN DIEGO INSTRUCTION 1050.1H

Subj: MILITARY LEAVE

Ref: (a) SECNAVINST 7220.81
(b) MILPERSMAN 3020080

1. Purpose. To establish Command policy concerning leave within the guidelines of references (a) and (b).
2. Cancellation. NAVDENCENS DIEGO INST 1050.1G.
3. Background. Due to geographical separation of the facilities which comprise this command, absolute adherence to command leave policy is essential to maintain consistency.
4. Definitions. Leave is the authorized absence of a member from a place of duty, chargeable against such member in accordance with the Armed Forces Leave Act of 1946, as amended.
 - a. Annual Leave. Leave granted in execution of a Command's leave program, chargeable to the member's leave account and is also called ordinary leave.
 - b. Excess Leave. Leave granted in excess of earned leave and advanced leave and during which the member is not entitled to pay and allowances. A negative leave balance at the time of discharge, first extension of an enlistment or separation from active duty, desertion, or death shall be considered as excess leave. In those cases where excess leave cannot be avoided, personnel must be counseled and fully understand that pay will be checked the payday after excess leave has occurred. The Commanding Officer is the final approving authority for excess leave.
 - c. Earned Leave. Leave accrued to a member's credit as of any given date. Active duty members earn leave at a rate of 2 ½ days per month for a total of 30 days per year.
 - d. Advanced Leave. Leave granted prior to its' actual accrual to the member's leave account, based on the reasonable expectation that it will be earned during the remaining period of obligated active service.
 - e. Convalescent Leave. A period of authorized absence granted to persons while under medical care, which is part of the care and treatment prescribed for a member's recuperation or convalescence, and is not chargeable to member's leave account.



f. Emergency Leave. Leave granted for a personal or family emergency, requiring the member's presence, and is chargeable to the member's leave account. Emergency leave may be authorized when circumstances are warranted, based on the judgment of the authorizing official and desires of the individual, not to exceed 60 days.

g. Leave and special liberty shall not be combined.

h. Two or more successive periods of leave without performing duty between the termination of one leave and the commencement of the other is not authorized. For example, if a member has an approved leave period which ends on a Friday, and has requested another period of leave to start the following Sunday, the two leave periods will be combined into one, or the second period of leave disapproved unless the member performs duty on the Saturday or Sunday between the leave periods.

i. Negative Leave Balance. Request for advanced annual/regular leave by a member who has a negative leave balance, or which will place the member in negative leave balance, is normally not authorized. Where circumstances dictate that annual/regular leave is deemed necessary, the Commanding Officer may approve the request.

j. Hospitalization while on leave. If hospitalized or placed on a sick-in-quarters (SIQ) status by a civilian physician, inform the command by telephone or telegram, and request instructions. During non-working hours, contact the Command Officer-of-the-Day (OOD). Any military facility in the area where leave is taken, should be contacted for assistance. The member must obtain all documentation of the treatment, turning these records over to the command upon return from leave, whereupon the command will determine actual leave to be charged. Periods of SIQ or hospitalization will not be charged as leave.

k. Absences over leave. Absence over authorized leave, if determined to be unavoidable, will be charged as leave. Otherwise it will be considered absence without leave.

l. Separation Leave. For retirement or other release from active duty circumstances may be granted when requested only to the extent of unused leave. Close liaison with Personnel Support Detachment (PSD) is imperative to ensure no excess leave occurs.

5. Policy. The Commanding Officer encourages all members to use their entire 30 days of earned leave each year, command operations permitting. Experience has shown that vacations and motivation are essential to maintain maximum effectiveness.

a. Approving Authority for Leave

Executive Officer

- Commanding Officer

Ret/SEP
CO

Director of Clinical Services
Branch Director

- Executive Officer
- Director of Clinical Services
- Executive Officer

Director, Dental Center Administration
 Command Master Chief
 Dental Corps Officers
 Medical Service Corps Officers
 Branch Clinic Enlisted
 Headquarters Enlisted
 After working hours emergency leave
 Leave extensions

- Executive Officer
- Branch Director
- DDCA
- Branch Director
- Respective Dept. Hd
- Officer of the Day
- Officer of the Day (OOD) and Director or SEL
- Commanding Officer

Capt Woofler - adhere to "onboard" watch - standards in instruction - Anyone wishing to make a case for change of working can present a print paper in favor thereof - [Signature]

OCONUS

b. Leave disapproval (final): The chain of command recommends disapproval but final disapproval must be by CO or XO.

c. Requested for annual leave will be submitted to approving authority via member's chain of command, a minimum of five (5) working days prior to leave commencement date.

d. The day of departure for annual leave following a 24 hour ~~onboard~~ duty to commence upon proper relief of duty, will be counted as a day of duty, and the next day is the first day of leave.

e. Emergency leave will normally be granted when the existence of an emergency has been verified by letter, telegram or telephone call from the family member, minister, attending physician, Red Cross or other interested party to the member's command or to the member concerned. Emergency leave may commence at any time during the work day. Funding for emergency leave may be authorized only to member whose domicile is outside Continental United States (CONUS).

f. Extension of leave. During normal working hours, members requiring extension of leave will get approval from their respective Clinic/Headquarters Department Head, who will then immediately notify the Personnel Administration Department for annotation on Part Two of the Leave Request/Authorization form, and make a command log entry. After working hours, member must contact the Command OOD for approval.

g. Leave out of Continental United States (OCONUS) will be processed in accordance with current command and Department of Defense (DoD) policies specific to the requested area being visited.

h. Checking out/in

(1) E-7 and above shall be provided the opportunity to check

themselves out/in from leave status. Proper notation will be required on Form 3065 and all rules governing these procedures must be adhered to (see f(2) below), including, the member must be in the immediate vicinity of duty station when checking self out/in from leave.

(2) E-6 and below are granted the privilege by the Commanding Officer to check out/in via the telephone. The member must be in the immediate vicinity of his/her duty station (residence from which member commutes daily to and from work when checking out/in via telephone.) Failure to comply will result in loss of this privilege, as well as possible disciplinary action.

i. Withdrawal of Meal Pass. Enlisted members must temporarily surrender his/her meal pass when issued Part One of the Leave Request/Authorization form. The meal pass will be collected by his/her Branch, Headquarters Department, Leading Petty Officer (LPO) or OOD and reclaimed after logging in off leave and returning Part Two:

"Meal Pass surrendered to: _____ Date: _____."

"Meal Pass returned: _____ Date: _____."

If leave is to start on a week-end or holiday and the member desires to eat in the dining facility before starting his/her leave, member is required to turn in the meal pass and pick-up leave papers after eating the last meal (i.e., if leave starts on Sunday, and member desires to eat the Sunday evening meal, she/he is required to turn in the meal pass and be issued Part One after the evening meal). After logging in from leave, member is required to return Part One and reclaim the meal pass prior to eating in the dining facility.

6. Responsibilities

a. Branch Directors/Headquarters Department Heads

(1) Ensure leave requests are complete and correct.

(2) Contact the Personnel Administration Department for member's current leave balance and a Leave Authorization Number (LAN), no earlier than ten days prior to commencement of leave. Write the LAN in block two and the leave balance in block 17, retain Part One (member's copy) and immediately forward Parts Two and Three to the Personnel Administration Department. Part One will be given to the member the working day prior to commencement of leave, except as noted in para 5g above.

(3) Upon member's return, immediately forward Part One to reach the Personnel Administration Department within four days of ending date of leave.

b. Member Taking Leave

(1) Ensure all information on the leave request is complete and correct before submission.

(2) Upon approval of leave, ensure all check-out/in procedures are followed per para 5f.

(3) Leave papers are required to be in member's possession at all times while in a leave status.

(4) Upon return from leave, turn in Part One to your clinic/department designated individual responsible for processing leave papers (Part One must reach the Personnel Administration Department within four working days of ending date of leave.) Failure to do so may result in loss of privilege to check out/ in as outlined in para 5f.

5f
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c. Duty Section

(1) Enter appropriate leave entries into the Command Duty Log.

(2) The OOD will approve/disapprove emergency/extension of leave requests after normal working hours, based upon guidelines within this instruction. The Petty Officer of the Watch is responsible for preparing any leave papers approved by the OOD.

(3) Unless circumstances dictate otherwise, the member is required to pick up the part one in person before departing on emergency leave.

(4) The OOD will inform the Personnel Administration Department of any emergency/leave extensions granted the preceding day, no-later-than (NLT) 0800 the following workday.

(5) If it is ascertained that the member checking out/in off leave is not in the immediate area of their duty station, their leave will be immediately canceled by the OOD, and the member advised that disciplinary action may result from failure to obey a written order. A log entry will be made and the Personnel Administration Department notified the following workday.

d. Head, Personnel Administration Department is the designated Command Leave Control Coordinator and shall:

(1) Perform all necessary administrative procedures for controlling and executing the leave program in accordance with applicable instructions.

(2) Maintain and ensure security of the Command Leave Authorization Number (LAN) Logs.

(3) Review the PSD Leave Tickler File to ensure that all leave authorized and taken is charged.

(4) Provide LANs as well as a current leave balance upon request to designated branch clinic personnel.

(5) LANS will be provided no earlier than ten days prior to leave commencement date. For example, if member's leave starts 1630, 22 August, the earliest date the LAN will be provided would be 12 August.

(6) Make appropriate leave entries in the Command Log during normal working hours.

(7) Provide the duty section with emergency LANS.

7. Action. All military members of this command will familiarize themselves with this instruction, and ensure guidelines and procedures are strictly adhered to.

8. Forms. Leave Request/Authorization NAVCOMPT Form 3065 (3pt) (Rev. 2-83) is available through the command supply system.



R. C. MELENDEZ

Dist:
List I, Case 1, 2