DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 1050.3B
N831B
25 JAN 2002

NETPDTC INSTRUCTION 1050.3B

Subj: **LEAVE AND LIBERTY**

Ref: (a) MILPERSMAN 1050-010
(b) MILPERSMAN 1050-090
(c) MILPERSMAN 1050-100
(d) MILPERSMAN 1050-280
(e) MILPERSMAN 1050-290

1. **Purpose**. To issue procedures for administration and accounting of leave taken by all active duty Navy members in accordance with references (a) through (c) and leave and liberty policies as prescribed by references (d) and (e).

2. **Cancellation**. NETPDTCINST 1050.3A

3. **Revision**. Since this is a major revision, marginal notations are not annotated. This instruction should be read in it entirety.

4. **Policy**. Leave will be granted to officer and enlisted personnel to the extent of earned leave. Advance leave is discouraged except in cases of emergency. Advance leave requests must be approved by the Executive Officer. Total leave should not exceed 30 days at one time. In cases where advance leave is authorized, such leave will not exceed the amount of leave that would normally be earned during the remaining period of obligated active service. Experience indicates shorter periods of rest from duty provide benefits to health and welfare which are necessary to the maintenance of maximum effectiveness and efficiency. Accordingly, personnel are encouraged to request shorter periods, 10 to 20 days, when practical. Department Heads/Department LCPO will monitor Leave granted. Normally, no more than 10 percent of assigned personnel will be on leave at any one time. This limit may be increased by the Commanding Officer during periods of decreased workload.

a. Procedures for Requesting Leave

(1) Personnel requesting annual leave will prepare the (NAVCOMPT 3065(3 PT)) Leave Request/Authorization or the Electronic Leave Request/Authorization (Leave Chit) and complete block 1 and blocks 3 through 22 as applicable. The member's

current Leave and Earnings Statement contains information necessary to complete blocks 17 and 18. Enlisted personnel will submit their Leave Chits to their respective LCPO/Departmental LCPO/Department Head via the Watch Bill Coordinator. LCPOs have authority to approve enlisted leave request of 7 days or less, Department Heads have authority to approve enlisted leave requests in excess of 7 days. Departmental LCPO and Department Heads may recommend disapproval and forward the request to the Executive Officer for final determination.

(2) Officers will submit their Leave Chits to the Executive Officer via the chain of command. The approved Leave Chit will be forwarded to the Military Support Office for assignment of a Leave Authorization Number (LAN) and proper distribution. Leave will normally start at expiration of the normal working day and end not later than 0700 on the day of return. On Saturdays, Sundays and holidays, leave may commence at 0001. A guide for computing leave is as follows:

(a) Day of Departure. If the member works the working hours normally required on the day of departure, it will be counted as a day of duty. The following day will be the first day charged as leave. If the day of departure is not a working day, it will be counted as a day of duty (not charged) regardless of departure time.

(b) Day of Return. If the member returns on or before the start of normal working hours, that day will be counted as a day of duty (not charged). If the day of return is not a workday, it will be counted as a day of duty (not charged) regardless of return time. If member desires to commence leave on a non-workday (weekend or holiday) and ends leave on a non-workday (weekend or holiday) then one of the days will be charged as a day of leave, regardless of time of departure or return.

b. Extension of Leave

(1) After Normal Working Hours. Contact the Command Duty Officer (CDO). The CDO is authorized to grant a leave extension up to and including the next work day (unless unusual circumstances require the CDO to contact the Executive Officer or Commanding Officer). The member is then required to follow procedures for leave extension during working hours to further extend leave.

(2) During Working Hours. The member must contact their LCPO; the LCPO will contact the Departmental LCPO/Department

Head. Departmental LCPOs/Department Heads are authorized to grant leave extensions per paragraph 4a. The Executive Officer is disapproval authority.

(3) When leave extensions are granted, notify everyone in the chain of command and the Watch bill Coordinator. Leave extensions must be annotated on the copy of Leave Chit form (blocks 29a,b and c) held in the Leave Log by the person authorizing extension. The Leave Log is held in the Military Support Office during normal working hours and with the Command Duty after hours.

c. Emergency Leave

(1) During Working Hours. Emergency leave will normally be granted when circumstances warrant, based on judgment of the Commanding Officer and member's desires. If additional or amplifying information is required, assistance may be requested from the Military Support Office or the Field Director, American Red Cross, NAS, Pensacola, FL (Telephone (850) 452-2492). For additional information on emergency leave outside the Continental United States and funded emergency leave, contact the Military Support Office (850) 452-1001 x1832/1833.

(2) After Normal Working Hours. All efforts should be made to contact the member's LCPO, Departmental LCPO/Department Head or Executive Officer prior to the CDO signing an emergency leave request. If unable to contact an approving authority the CDO has authority to grant five days of emergency leave. If the member requires additional leave, procedures for leave extension during normal working hours should be followed. **Once the Leave Chit is approved, the member must have Part 1 in their possession upon commencement of leave** and the remaining copies should be placed in the Leave Log and returned to the Military Support Office the next work day for assignment of a LAN.

d. Separation Leave. Requests for separation leave will be done on the Leave Chit form and be submitted through the chain of command to the Military Support Office at least 45 days prior to desired departure date. The amount of separation leave granted will be determined on a case-by-case basis. The decision to grant separation leave will be based on the availability of a relief and the workload of the requester's work center. Those members who sold back leave during their careers should plan well in advance to use their remaining leave. Separation leave may not be granted in all cases.

e. Check Out/In Procedures. Personnel may complete the check-out and check-in procedures in person or by telephone with the NETPDTC CDO or Military Support Office when departing on or returning from leave.

(1) Procedures in Person

(a) Member. Report to the CDO Office or Military Support Office on the date and time leave is authorized to start/end and pick up/deliver Part 1 of Leave Chit.

(b) CDO or Military Support Office Personnel. When member is checking out complete blocks 27a, b and c on the original and copy of Part 1 of the Leave Chit in the Leave Log. Issue original to member and retain copy in Leave Log. For members checking in, complete blocks 28a, b and c of Part 1 and file in the Leave Log.

(2) Telephone Procedures

(a) Member. Pick up Part 1 of Leave Chit on the last working day prior to commencement of leave from the Military Support Office before 1530 or the CDO after 1530. At the start/end of leave, telephone the CDO to check-in/out. Immediately after placing the call, enter the time and date of starting/ending in blocks 27a, b or 28a, b and the CDO's name in block 27c or 28c. (Note: If for any reason members are unable to contact the CDO they can call the Military Support Office and leave a message). **Members are cautioned that if checking out/in by telephone they must be in the immediate vicinity of their duty station (residency from which they commute daily to and from work) upon starting and ending periods of leave since regulations prohibit using liberty to extend leave periods.** Permission to check-out/in by telephone is authorized as a personal convenience to the member and will not be used as a means of extending the period of absence not chargeable as leave.

(b) CDO/Military Support Office Personnel. When member telephones to check-out/in make sure dates and times are in keeping with leave period authorized. Complete blocks 27a, b and c or 28a, b and c of copy of Part 1 in the Leave Log.

(3) Leave Charging. Members must be aware they are responsible for advising their authorizing official and the Military Support Office of any changes to their leave schedule as originally authorized. Failure to notify of these changes or not following correct check-out/in procedures, in accordance with dates and times reflected on the Leave Chit, can result in being incorrectly charged for leave. In the case of failure to properly check-out/in, the Military Support Office will charge for the period of leave reflected on the original leave request. Members not returning their original Leave Chit to the Military Support Office will be charged for the entire period of leave requested.

5. **Liberty**. Liberty is an authorized absence, at the end of which the member is actually onboard. It includes periods of regular and special liberty.

6. **Management**. References (d) and (e) apply to the command management of liberty and may be granted as follows:

a. Regular Liberty. A routinely authorized absence which lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday. Weekend liberty will be from the end of working hours Friday afternoon until the beginning of normal working hours on the following Monday. Except for public holiday weekends or public holiday periods specifically extended by the President, regular liberty periods will not exceed three (3) days in length.

b. Special Liberty. Liberty may be granted outside of regular liberty periods for unusual reasons, such as emergencies, observance of major religious events or for special recognition. Special liberty may be granted for any periods of four days or less as follows:

(1) One day liberty not to include a Monday or Friday in conjunction with non-duty weekend - Departmental LCPO/Division Officer approval.

(2) Two day liberty not to include a Monday or Friday in conjunction with non-duty weekend - Department Head Approval.

(3) Three day special liberty is a liberty period designed to give a service member three 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 fourth day; e.g., from Monday evening until

Friday morning. When a 3-day liberty embraces only regular liberty time, such as a Saturday and Sunday with a Monday or Friday national holiday (when scheduled work hours are not included), the time off is treated as regular liberty - Executive Officer approval.

(4) Four day special liberty is a liberty period designed to give a service member four 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 fifth day, and including at least two consecutive non-work days; e.g., from Wednesday evening until Monday Morning - Commanding Officer approval.

G. B. DYE

Distribution: (NETPDTCINST 5216.1E)
Lists I, II
All Military Personnel

Web Access: MAIN INDEX
https://pennnd09.cnet.navy.mil/netpdtc/directives.nsf