

Department of Homeland Security
U. S. Coast Guard
CG-PSC-2046 (08/2008)

APPLICATION TO SELL SPECIAL LEAVE ACCRUAL (SLA)

Purpose: For members to apply for payment for selling up to thirty days of Special Leave Accrual. For use only by enlisted service members.

Annual Deadline: Applications to sell SLA for the fiscal year ending 30 September must be submitted by **1 December**

Member Action: Complete this form. Read, initial and date each of the statements below. After completing, submit to your SPO for endorsement.

SPO Action: Verify all leave documents have been submitted to JUMPS, via Direct Access, and have processed.

Fax this form to PSC (mas) for processing: 785/339-3574 or email (as an attachment) to PSC-CustomerCare@uscg.mil

The original of this form shall be retained in the member's SPO PDR (Part 3, beneath LESs).

Name (Last, First, M.I.)

EMPLID

Rank/Rate

Permanent Unit

Special Leave Accrual (SLA) Information

Time period in which
SLA was accrued:

Duty Station Where accrued:

Number of days to sell:

Acknowledgements - You must read, initial and date each of the following

I understand that I may only use this election once in my career, and that regardless of the number of days I sell back at this time, I may **not** apply for this again. (Example: If I sell back 12 days now, I may not try and sell 18 days at a later time.)

Initial: _____ Date: _____

I understand that I am eligible to sell back a total of 60 days in my military career (including leave sold while serving in other armed services) and that this sell back is counted against that 60 day total. (See note below.)

Initial: _____ Date: _____

I understand that once I receive payment for this sell back, I must ensure that the number of days sold appears correctly on my LES, and that I must report any discrepancy to the SPO immediately, and follow-up correctly until it appears.

Initial: _____ Date: _____

I understand that I am responsible for tracking my leave balance throughout my career. I also understand that if I am erroneously paid for leave in excess of that which I may normally sell back and/or earn, I am responsible for paying back any monies paid to me for this.

Initial: _____ Date: _____

Signature:

Date:

NOTES:

1. The 60 day career total does not apply to leave earned, and sold, by a reservist performing ADSW under contingency operations orders.
2. Your leave balance for the previous fiscal year (ending 30 September) may be adjusted on 31 March of the next calendar year. This is to allow for retroactive processing of any leave documents submitted after 30 September, which involve leave taken during the previous fiscal year.

**For SPO
Use Only**

Leave balance verified.

Date: _____

Name/Signature: _____

Forwarded to PSC via:

Fax (785) 339-3574

Email psc-customer@uscg.mil

ALCOAST 396/08
COMDTNOTE 1050

SUBJ: LEAVE ACCRUAL POLICY CHANGES

A. COMDT COGARD WASHINGTON DC 011934Z AUG 08 (ALCOAST 374/08)

B. THE NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) 2008

C. U.S. CODE, TITLE 10, SECTION 701

D. COMDT COGARD WASHINGTON DC 231442Z MAR 07 (ALCOAST 149/07)

E. PERSONNEL MANUAL, COMDTINST M1000.6 (SERIES), CHAPTER 7

1. THIS ALCOAST SUPPLEMENTS REF A PROVIDING MORE DETAIL OF CHANGES TO MILITARY LEAVE POLICY. PER REF B, THESE CHANGES WERE INITIATED IN SECTIONS 551 AND 552 OF THE NDAA 2008.

2. ANNUAL LEAVE ACCRUAL IS TEMPORARILY INCREASED FROM 60 TO 75 DAYS BEGINNING 1 OCTOBER 2008 THROUGH 31 DECEMBER 2010.

A. THIS TEMPORARY ENTITLEMENT AUTHORIZES ALL SERVICE MEMBERS, ON 1 OCTOBER 2008, 1 OCTOBER 2009, AND 1 OCTOBER 2010, TO ACCRUE UP TO 75 DAYS LEAVE INTO THE NEW FISCAL YEAR. FOR EXAMPLE, A MEMBER WHO HAS ACCRUED 80 DAYS LEAVE ON 30 SEPTEMBER 2008 WILL BE REDUCED TO 75 DAYS LEAVE ON 1 OCTOBER 2008, NOT 60 DAYS.

B. REF C, THE GOVERNING STATUTE FOR MILITARY LEAVE POLICY, INDICATES LEAVE IS ONLY LOST AT THE END OF THE FISCAL YEAR. THEREFORE, ALTHOUGH THE TEMPORARY ENTITLEMENT EXPIRES ON 31 DECEMBER 2010, MEMBERS WITH LEAVE IN EXCESS OF 75 DAYS ON 31 DECEMBER 2010 WILL NOT BE SUBJECT TO LOSS OF LEAVE UNTIL 1 OCTOBER 2011. ON 1 OCTOBER 2011, MEMBERS WILL ONLY BE AUTHORIZED TO ACCRUE 60 DAYS OF LEAVE FOR FY 2012 AND BEYOND. FOR EXAMPLE, A MEMBER WITH 75 DAYS OF LEAVE ON 31 DECEMBER 2010 WILL MAINTAIN 75 DAYS OF LEAVE ON 1 JANUARY 2011, BUT WILL BE REDUCED TO 60 DAYS OF LEAVE ON 1 OCTOBER 2011.

3. SPECIAL LEAVE ACCRUAL (SLA) RETENTION LIMITS ARE INCREASED.

A. SLA RETENTION LIMITS HAVE INCREASED FROM THREE TO FOUR YEARS FOR HIGH DEPLOYMENT MEMBERS DESCRIBED IN REF D AND E, EXCEPT FOR DUTY IN SUPPORT OF A COMMANDANT-APPROVED CONTINGENCY OPERATION. THIS RETENTION INCREASE ONLY APPLIES TO SLA THAT IS EARNED BETWEEN 1 OCTOBER 2008 AND 31 DECEMBER 2010. FOR EXAMPLE, SLA AUTHORIZED TO A MEMBER FOR LEAVE IN EXCESS OF 75 DAYS ON 1 OCTOBER 2009 WILL BE LOST UNLESS USED BY 1 OCTOBER 2013.

B. SLA RETENTION LIMITS HAVE INCREASED FROM ONE TO TWO YEARS FOR SLA EARNED FOR DUTY IN SUPPORT OF A COMMANDANT-APPROVED CONTINGENCY OPERATION. IF A CONTINGENCY OPERATION IS AUTHORIZED BY THE COMMANDANT IN THE FUTURE, DETAILED LEAVE CARRYOVER PROCEDURES FOR AFFECTED MEMBERS WILL BE PROMULGATED.

4. **ENLISTED MEMBERS COVERED BY PARAGRAPH 3 ABOVE WHO HAVE MORE THAN 120 DAYS LEAVE AT THE END OF THE FISCAL YEAR MAY ELECT TO BE COMPENSATED FOR ANY LEAVE IN EXCESS OF 120 DAYS, UP TO 30 DAYS, AT THE END OF THAT FISCAL YEAR. AN ENLISTED MEMBER MAY ONLY EXERCISE THIS OPTION ONCE. ANY DAYS COMPENSATED UNDER THIS SECTION WILL BE DEDUCTED FROM THE 60-DAY CAREER LIMIT OF PAYABLE ACCRUED LEAVE DAYS. THIS PROVISION IS INTENDED FOR MEMBERS ASSIGNED TO MOBILE OR DEPLOYABLE UNITS OR ENTITLED TO HOSTILE FIRE OR IMMINENT DANGER PAY. OFFICERS ARE NOT ELIGIBLE FOR THIS ENTITLEMENT.**

5. COMMANDS WITH QUESTIONS REGARDING THIS POLICY CHANGE ARE ENCOURAGED TO CONTACT THEIR SERVICING PERSONNEL OFFICE (SPO) FOR CLARIFICATION. SPOS WITH QUESTIONS REGARDING THIS POLICY MAY CONTACT LTJG FRANK MARCHESKI, COMDT (CG-1221), AT (202) 475-5382.

6. RELEASED BY RDML DANIEL A. NEPTUN, DIRECTOR OF PERSONNEL MANAGEMENT.

7. INTERNET RELEASE IS AUTHORIZED.