



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 1050.3D
BUMED-M09B1
7 Jul 2014

BUMED INSTRUCTION 1050.3D

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: LEAVE AND LIBERTY FOR NAVAL PERSONNEL

Ref: (a) MILPERSMAN 1050 Series
(b) DoDINST 1327.06 of 16 Jun 2009
(c) CNO WASHINGTON DC 200004Z MAR 10 (NAVADMIN 103/10)
(d) BUPERSINST 1050.11H
(e) Joint Federal Travel Regulations (JFTR)
(f) ADMINMAN 1050-010

1. Purpose. To set forth policy and procedures regarding leave and liberty for naval personnel assigned to the Bureau of Medicine and Surgery (BUMED), per references (a) through (f).

2. Cancellation. BUMEDINST 1050.3C.

3. Policy

a. The minimum workday is 8½ hours long (including lunch), Monday through Friday with start and stop time at the discretion of the work center.

b. There are two officially recognized processes that can be utilized in securing days off from one's usual work assignments: leave and liberty.

c. Per reference (c), all military staff shall establish an Electronic Service Record (ESR) account and use that system as a means for requesting and monitoring their leave.

d. Admin Services shall, during the check-in process, assist all military members in establishing their leave hierarchy (the way in which the leave will be electronically routed; to include watchbill coordinator, front line supervisor, etc.).

e. When taking either leave or liberty, the member is responsible for ensuring that their assigned watch is covered.

4. Leave

a. Experience has shown that vacations and short periods of rest from duty provide benefits to health and welfare which are essential to maintain maximum effectiveness. Members are encouraged to request at least one leave period of 14 days and several shorter periods of leave during the year.

b. Definitions

(1) E-leave. The new Navy leave system, officially called Self-Service Electronic Leave (e-leave), is a web-based program that Sailors can access through their ESR.

(2) Regular Leave. Is an authorized absence from a place of duty, chargeable against the member's leave account.

(3) Earned Leave. Leave accrued to the member's account as of any given date (earned at a rate of 2½ days per month).

(4) Advance Leave. Leave granted before its actual accrual to the member's account, based on a reasonable expectation that it will be earned by the member during the remaining period of obligated active duty.

(5) Excess Leave. Leave granted in excess of earned and advance leave during which the member is not entitled to pay and allowances.

(6) Emergency Leave. Leave granted for a personal or family emergency requiring the member's presence. Emergency leave is chargeable to the member's leave account.

(7) Separation Leave. Leave granted before separation or discharge from the naval service. The member is processed for separation before departure and is not required to return to a place of separation upon expiration of leave.

(8) Retirement Leave. To preclude the loss of leave and to minimize use of accrued leave, leave may be granted at the time of retirement without the necessity of returning to the separation site.

(9) Convalescent Leave. Leave granted to members under medical care for sickness or wounds; and who have not yet returned to duty. This is considered part of the treatment plan and is not chargeable to the member's leave account. The member must submit a request for convalescent leave via the chain of command. Maternity leave is treated as convalescent leave.

(10) Paternity Leave. Leave granted to a married Service member whose wife gives birth to a child. This is an authorized absence of up to 10 days and is not chargeable to a member's leave account.

(11) Adoption Leave. Non-chargeable leave of up to 21 days granted to a Service member who adopts a child under a qualifying adoption.

c. Granting of Leave

(1) The Deputy Chiefs, Department Heads or their designated representatives, have the discretion and authority to grant up to 30 days of leave to members within their respective codes, subject to supplementary directions issued by higher authority and consistent with operational requirements. Any leave request exceeding 30 days, including convalescent leave, regular leave, or any request that will result in a negative leave balance must be approved by the Chief of Staff (COS).

(2) Advance leave may not exceed 14 days to prevent the member from falling into a negative leave balance which may be insurmountable to overcome.

(3) Personnel taking leave anywhere outside of the United States must have a current security brief documented. Reference (d) provides guidance on foreign travel through the Department of Defense Foreign Clearance Guide Web site at: <https://www.fcg.pentagon.mil>.

(4) Leave may be authorized in conjunction with temporary additional duty (TAD) orders, thereby permitting continuance absence from the duty station.

(5) When leave must be authorized outside of normal duty hours, the Command Duty Officer (CDO) has the authority to act on behalf of the COS to authorize leave or grant extensions of leave.

(6) When personnel are absent 1 day over authorized leave and the absence is determined to be unavoidable and approved as excused, the 1 day absence is not charged against the members' leave account. Any time in excess of 1 day shall be charged against their leave account.

(7) When leave is granted at a TAD station, the original leave authorization shall be forwarded to the parent command for proper accounting. Leave shall be granted with TAD whenever requested and operationally feasible. Requests for leave in conjunction with TAD shall be submitted for approval separately from the TAD request so appropriate accounting can be done.

(8) Personnel hospitalized (in a civilian treatment facility or medical treatment facility (MTF)) or placed in a "sick in quarters" (SIQ) status by a civilian or military physician, while on leave, shall not be charged with leave for the period of hospitalization or SIQ status insofar as leave accounting is concerned. Personnel admitted to a civilian MTF or placed on SIQ by a civilian physician shall ensure that the command is notified, as soon as practical.

(9) Since most family emergencies are highly time-dependent, swift and sensitive action on emergency leave requests is essential. Information may be obtained from the American Red Cross regarding the validity of the emergency. Reference (e) governs the use of command funding for travel on TAD orders when emergency leave is taken outside the continental United

States (OCONUS). Note: Time spent in emergency leave travel authorized at Government expense or on military aircraft shall not be charged to the Service member.

d. Submission of Leave Requests

(1) Individual military members desiring to take leave shall log on with their common access card (CAC) to: <https://nsips.nmci.navy.mil> to access their ESR account.

(2) Click on the radio button by your name and complete the security disclaimer. (Note: at times the system does not immediately redirect to the main site; it may take several tries to successfully enter the system.)

(3) Once at the ESR main menu, click on the e-leave link towards the bottom of the page and you will be directed to the e-leave site.

(4) Select e-leave request and complete the fields as required. Click on the submit button to electronically route your leave request through your chain of command.

(5) You will receive an e-mail notification when your e-leave request has been approved. Members are required to carry a hard copy of their leave request with leave control number during leave period.

(6) The e-leave system will automatically account for your leave; this means, that you do not have to enter into the system to check-out or when you check back in from leave - the system does it automatically for you.

(7) If the leave period needs to be extended or cut short, report to Admin Services with the hard copy of your leave request in hand on the next business day and their staff will assist in making the necessary corrections to ensure an accurate leave accounting.

e. Emergency Leave. Should the need arise to request emergency leave during the normal duty day and urgency allows, complete the leave request via the ESR. If after normal duty hours or in the case of severe urgency, a hard copy leave chit may be submitted to Admin Services. The CDO may sign off on requests made after normal duty hours. Admin Services will enter the leave on behalf of the individual member.

f. Short Notice Request. Short notice request while E-leave is down should be requested on a regular paper leave (NAVPERS 1336/6) request and submitted to Admin Services once approved for proper accountability.

5. Liberty

a. Administration. Per reference (a), liberty is granted for short periods of absence from duty.

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b. Definitions

(1) Regular Liberty. Regular liberty is a routinely authorized absence, which lasts from the end of normal working hours on 1 work day to the beginning of normal working hours the next work day or liberty.

(2) Special Liberty. Special liberty is liberty granted outside of regular liberty periods for unusual reasons, such as: 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 may not, under any circumstances, exceed 4 days.

c. Conditions for Regular Liberty and Special Liberty

(1) When on regular or special liberty, a member must ensure that they are capable of returning to the command on time at the completion of the liberty period. In addition, if the member will not be able to be contacted (should the need arise) by telephone at their recall bill number, then they must provide a good contact number.

(2) Liberty on weekends is known as regular liberty and is normally authorized to start at the end of the working hours on Friday, expiring at the start of working hours on Monday. Public holidays extended by the President beyond 72 hours are considered regular liberty.

(3) Special liberty may not be used in combination with normal liberty, holidays or other off-duty periods (except leave) where the combined periods of continuous absence would exceed 4 days.

(4) The following public holidays are set up by law and shall be observed as regular liberty, except when military operations prevent:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

When one of the holidays fall on Saturday or Sunday, and the preceding Friday or following Monday is observed as a holiday, liberty may be granted for the day observed as the holiday.

(5) Special liberty may be combined with leave. The member must be physically present within the geographic area of the home station for the period of special liberty. If the member is not physically present within the geographic area for the duration of special liberty (when combined with leave), the entire period of leave and special liberty will be charged as leave.

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(6) There are no mileage restrictions on the distance that may be traveled on authorized liberty within the Continental United States (excluding Alaska). The service member must be able to safely travel to and return from the point visited.

(7) Personnel pending non-judicial punishment, administrative discharge, court-martial, or similar actions, shall not be granted Special liberty, except when authorized by the legal officer and the division director.

(8) Military personnel reporting for duty after regular working hours or on weekends may be granted liberty until the start of the next working day.

d. Granting of Liberty and Special Liberty

(1) The BUMED COS, or designated representative, has the authority to grant liberty to members of this command, subject to supplementary directions issued by higher authority and consistent with operational requirements.

(2) The Deputy Chiefs, Department Heads or their designated representatives, have the discretion and authority to grant up to three days of special liberty to members within their respective codes, subject to supplementary directions issued by higher authority and consistent with operational requirements.

(3) Requests for four day special liberty may be granted by the BUMED COS, subject to supplementary directions issued by higher authority and consistent with operational requirements.

(4) Special liberty will be requested via the current version of NAVPERS 1336/3, Special Request/Authorization form.

6. Form. NAVPERS 1336/6 (Rev. 08-05) is available electronically from Naval Forms Online at: <https://navalforms.daps.dla.mil/web/public/home>.



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Acting

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