



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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ANNAPOLIS MARYLAND 21402-1300

USNAINST 1050.1A
28/Pers Off
26 Jan 2016

USNA INSTRUCTION 1050.1A

From: Superintendent, United States Naval Academy

Subj: LEAVE AND LIBERTY FOR NAVY MILITARY PERSONNEL

Ref: (a) MILPERSMAN 1050
(b) DOD Instruction 1327.06
(c) NAVADMIN 252/10
(d) NAVADMIN 188/10
(e) NAVADMIN 103/10
(f) NAVADMIN 221/08
(g) BUPERSINST 1050.11H
(h) NAVADMIN 182/15

1. Purpose. To delineate policy, responsibilities, and guidance for self-service electronic leave (e-Leave) and liberty per references (a) through (h) for Navy military personnel assigned to the United States Naval Academy (USNA).

2. Cancellation. USNAINST 1050.1 dated 6 Aug 2014.

3. Discussion. Reference (a) contains the authority for granting leave and liberty, defines the various types of leave, and prescribes conditions and limitations governing granting leave and liberty. Reference (b) is the Armed Forces policy regarding leave and liberty. References (c) through (f) are the implementation procedures for e-Leave. Reference (g) provides information regarding travel requirements for taking leave in a foreign country. E-Leave resides within the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR) application. Once prepared, a leave request will be electronically routed through the chain of command for approval.

4. Action. E-Leave will be used for requesting and authorizing all leave. The Command Leave Administrators (CLA), located in the Officer and Enlisted Personnel Offices, will ensure leave is properly administered and charged per reference (b).

5. Policy

a. Liberty. Reference (a) prescribes limitations in granting liberty. Cost Center Heads are authorized to grant three days of liberty. Authority to approve liberty in excess of three days resides with the Superintendent.

(1) Regular Liberty. For a typical workweek, regular liberty commences after working hours on Friday and ends at the beginning of normal working hours on the following Monday. For members on shift work, equivalent schedules shall be arranged, though the days of the week may vary.

(2) Special Liberty. Special liberty may be granted outside of regular liberty periods for reasons such as emergencies, to exercise voting responsibilities of citizenship, observation of major religious events requiring the individual to be continuously absent from work or duty, and/or special recognition. Special liberty will normally not exceed three days; under certain circumstances, the Superintendent may authorize four days special liberty.

(3) Liberty Extensions. When a member requests an extension of an authorized liberty period and the time (liberty extension) exceeds four days, that portion exceeding the regular liberty shall be charged to the member's leave account.

(4) Combining Periods of Liberty and/or Leave:

(a) Liberty periods should not be used or granted in succession. There must be a duty day between liberty periods.

(b) Periods of Special Liberty should not be combined with Regular Liberty in order to exceed three and four day Special Liberty restrictions.

(c) When special liberty or regular liberty is combined with leave, the member must be physically present in the Annapolis commuting area when departing and returning from leave. If the member wishes to leave the Annapolis commuting area and not return prior to checking out on leave, then the entire period of leave and special liberty will be charged as leave.

(5) Out of Vicinity Travel. Personnel may leave the vicinity of Annapolis, MD without written permission during a period of authorized liberty, but must remain within the Continental United States. While no mileage restrictions are placed on the distance that may be traveled on authorized liberty, individuals must ensure they can complete round trip travel and be back to commence duty on time at the conclusion of the liberty period.

b. Leave

(1) Approval Authority. Command approving authorities for leave requests are Cost Center Heads and Division Directors. Division Directors may delegate this authority to the Department level. Approving authorities must establish their hierarchy and notify the respective Personnel Office of any changes.

(2) Leave Requests. Members will complete all blocks as applicable in the e-Leave system. Reviewers and approvers must log into their NSIPS account to recommend or approve leave in the e-Leave inquiry section. Once the leave request has been approved, a Leave Control Number (LCN) will be automatically generated. Members may then print out their approved leave request from their ESR account.

(a) If leave commences prior to the expiration of normal working hours, the day of departure is counted as a day of leave. If leave commences after the expiration of normal working hours, the day is not charged as leave.

(b) The day of return from leave shall be counted as a day of leave, except when such return is made at or before the commencement of normal working hours or is a non-workday. If leave commences and ends on a non-workday (e.g., weekend or holiday) then one of the days will be charged as a day of leave, regardless of time of departure or return.

(3) Check-In/Check-Out Procedures. Check-in/out procedures are conducted within the e-Leave system. Leave will automatically be charged if the member's account has been set up with automatic check-in/out capability. Leave will be charged for service members not under automatic check-in/out capability upon their respective CLAs certification.

(4) Leave Extensions. Members may request an extension to their request electronically if they have access to a computer with a Common Access Card (CAC) reader. If a member is unable to access their ESR, they must gain approval for their leave extension through their chain of command. If approved by any means other than the e-Leave application, the approver must notify the CLA the following workday to have the extension entered in e-Leave.

(5) Leave Cancellation. Approved leave will automatically be charged to the member's pay account unless leave is cancelled prior to the scheduled start date. The member is responsible to ensure leave has been cancelled.

(6) Parental Leave. Per references (a) and (b), 10 days of non-chargeable leave may be granted to a married member of the Navy on active duty whose spouse gives birth to a child. The full 10 days must be taken all at once within one year of the child's birth. Parental leave may be granted in conjunction with regular leave; however, it may not be taken in conjunction with special liberty.

(7) Additional Maternity Leave (AML). In addition to the 42 consecutive days of maternity (convalescent) leave granted to a birth mother on active duty at the time of delivery who retains custody of her child, per reference (h), AML shall be considered for a period up to 12 weeks. AML can be combined with maternity leave for a total of 126 days of convalescent leave. If a member does not elect to take AML in a single block, they are then entitled to 60 working days (equivalent of 12 weeks) of AML to be used within one year of the child's birth. If a second child is born prior to a member using all AML from a previous birth, the amount of maternity leave and AML resets.

(8) Convalescent Leave. Convalescent leave is granted upon the advice and recommendation of the member's attending physician. Upon the member's request for convalescent leave, a copy of supporting documentation authorizing convalescent leave must be submitted to the CLA.

(9) Separation/Retirement Leave. To prevent the loss of leave and to minimize accrued leave payments, absence on leave at the time of retirement, separation, or release from active

duty, without returning to the separation site, will normally be granted. If members desire leave without returning to the separation site, they must complete all administrative processes prior to departing on leave.

(10) International Leave. The member is responsible for obtaining travel information and for complying with the laws of the countries and/or places to be visited. Members planning to travel with family members should be aware that the requirements for civilians are not necessarily the same for military personnel. Approvers must ensure all requirements have successfully been met prior to approving international leave requests. When the State Department Travel Advisory recommends travel to a foreign country be deferred, leave to the country should not be authorized. The following actions are required to request and gain approval for international leave:

(a) The member shall contact the International Programs Office to obtain the International Leave Checklist and current guidance for the desired international leave destination(s).

(b) Members will submit to their respective CLA the completed checklist along with any additional required documentation for the area to which they will travel.

(c) When all requirements have been met and the member has been authorized to travel to the requested destination(s), the CLA will email the member and the member's approver to inform all parties that requirements have been met for international leave. Upon receipt, the approver may approve the requested leave.



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