



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

USNAINST 1050.IB  
28/Pers Off  
3 May 2021

USNA INSTRUCTION 1050.IB

From: Superintendent, U.S. 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.IIH  
(h) NAVADMIN 151/18  
(i) ACADEMIC DEAN AND PROVOST INSTRUCTION 4600.3C  
(j) SECRETARY OF DEFENSE MEMORANDUM SPECIAL LEAVE ACCURAL

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

2. Cancellation. USNAINST 1050.1A.

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. Reference (h) outlines the Navy's military parental leave program. Reference (i) is the USNA International Programs Instruction with guidelines on travel to a foreign country and USNA specific processes for requesting. Reference (j) is the Department of Defense Memorandum regarding Special Leave Accrual as a result of COVID-19. 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 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. In the event of a natural disaster or pandemic, leave authority will be maintained by Cost Center Heads for up to 250 miles outside of the Academy.

(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) Convalescent Leave. Per references (a) and (b), convalescent leave may be granted provided all required conditions outlined in reference (a) are met. Members must submit convalescent leave via e-Leave in NSIPS for tracking purposes. When submitting leave request, ensure "Convalescent Leave" is selected under block 12a-Type of Leave. This will ensure that leave days are not deducted from member's annual leave balance.

(7) **Parental Leave**. Per references (a), (b), and (h), members are authorized Maternity Convalescent Leave (MCL), Primary Caregiver Leave (PCL), and Secondary Caregiver Leave (SCL) in the event of a Qualifying Birth Event (QBE) or Qualifying Adoption (QA). Members must submit for Parental Leave via e-Leave in NSIPS for tracking purposes. When submitting leave request, ensure that the correct type of leave is selected under block 12a-Type of Leave (i.e. Maternity Convalescent Leave, Primary Caregiver Leave, Secondary Caregiver Leave). This will ensure that leave days are not deducted from member's annual leave balance.

(a) **Maternity Convalescent Leave (MCL)**. A 6-week, non-chargeable leave period for birthparent service member commencing the first full day following discharge or release from the hospital (or similar facility) following the QBE. The intent of MCL is for the physical recovery of the member birthparent. During this time, the service member is not subject to command recall. MCL is not authorized for QAs.

(b) **Primary Caregiver Leave (PCL)**. A 6-week (42-day), non-chargeable leave period for the designated PCL following a QBE or QA. The full 42 days must be taken all at once within one year of the QBE or QA.

(c) **Secondary Caregiver Leave (SCL)**. A 2-week (14-day), non-chargeable leave period for the designated secondary caregiver following a QBE or QA. The full 14 days must be taken all at once within one year of the QBE or QA.

(8) **International Leave**. Per reference (i), any member who intends to submit international leave must follow the guidance outlined in the Foreign Clearance Guide (FCG). Member will coordinate with the International Programs Office (IPO), Military Personnel Office, and Cost Center OCONUS Travel POC for assistance with the FCG. A list of OCONUS Travel POCs is maintained by IPO and can be found on the IPO intranet webpage. When requesting leave, member will submit their leave request via NSIPS. Approval of the NSIPS leave request is independent from country entry approval and member must be approved for country entry prior to departing on leave. This often requires a lengthy lead time and members are encouraged to submit requests early to ensure ample time for approval. It is the member's responsibility to track the status of their country entry approval. A new checklist must be completed each time a member submits international travel, regardless of their travel history. This is due to the constantly changing entry requirements outlined in the FCG.

(a) Member is responsible for obtaining travel information and 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.

(b) Approvers must ensure all requirements have been successfully met prior to approving international leave requests. When the State Department Travel Advisory recommends travel to a foreign county be deferred, leave to the county should not be authorized.

(9) Separation/Retirement Leave. Approval for separation/retirement leave is at the discretion of the approving official. When approving leave, all considerations should be evaluated regarding command impact of extended leave, specifically manning and readiness concerns. Relief to a billet will not be provided while a member is on leave.

(a) 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 member desires leave without returning to the separation site, they must completed all administrative processes 60 days prior to departing on leave.

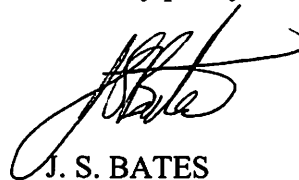
(10) Special Leave Accrual (SLA). Per reference (j), COVID-19 significantly impacted members ability to take leave during 2020 and as a result, DOD issued a memorandum regarding SLA. Members who have SLA designated on their end of month September 2020 Leave and Earning Statement are authorized to retain unused SLA leave until the end of Fiscal Year 2023.

## 6. Records Management

a. Records created as a result of this instruction regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the USNA records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Personnel Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



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