

**MILPER Message Number
16-328**

**Proponent
DAPE-PRC**

**Title
Clarification of Military Leave in Combination with Pass**

...Issued:[11/18/2016 9:56:08 AM]...

A. DoDI 1327.06, subject: Leave and Liberty Policy and Procedures, 16 Jun 09, (Change 3, 19 May 16).

B. AR 600-8-10 (Leaves and Passes) 15 Feb 06 (RAR, 4 Aug 11).

C. MILPER Message Number 08-004, (Policy Change on the Use of Leave in Conjunction with a Special Pass), 4 Jan 08. (Expired 1 Jan 11, and superseded by this message).

1. The purpose of this message is to provide guidance to grant ordinary (chargeable) leave in combination with pass. This message will expire 17 Nov 17.

2. IAW Reference A., a regular or special pass may be granted in conjunction with ordinary leave without a duty day in between. To clarify:

a. Only one leave period may be granted in conjunction with a pass (pass-leave or leave-pass).

b. One leave period may be granted in conjunction with two passes (pass-leave-pass).

c. Two periods of ordinary leave may NOT be granted without a duty day in between. If inadvertently granted, the entire absence must be charged as leave.

d. The weekend, for Soldiers normally working Monday through Friday, is a regular pass period.

e. Two passes may NOT be granted consecutively without a duty or leave day in between.

f. Soldiers must be physically present on post, at duty location, or local residence area (defined as where the Soldier commutes daily to and from work), to start and end leave. The Soldier must also be physically at one of these locations when departing to or returning from a pass.

- g. Absences encompassing two regular weekends may include pass Saturday and Sunday, leave Monday through Friday, and pass on the next Saturday and Sunday.
 - h. Soldiers outside of the areas defined in para 2f., at the beginning or end of any leave period will be charged ordinary leave for their entire absence, or may be charged for absence without leave.
 - i. A special pass may not, under any circumstances, exceed four days.
 - j. A leave and a pass will not be included on the same DA Form 31.
 - k. Local command policy determines the percentage of Soldiers authorized absence at any one time.
3. Soldiers may be granted ordinary leave other than noted below, but guidance in para 2 must be followed if combining ordinary leave and passes.
4. Thanksgiving 2016 Holiday Period.
- a. The 4-day special pass period for Thanksgiving is Thursday through Sunday.
 - b. If Soldiers are on leave the Wednesday before Thanksgiving, they must be charged ordinary leave for the entire absence if they are also on leave on the Monday after Thanksgiving (leave-pass-leave, IAW para 2c.).
 - c. Soldiers in the local area IAW para 2f., may be granted pass on Saturday and Sunday, followed by leave Monday through Wednesday, and Thanksgiving pass Thursday through Sunday.
5. Christmas 2016 Holiday Period.
- a. Christmas 2016 is categorized as a regular 3-day pass (24-26 Dec), and may be extended into a 4-day special pass (23-26 Dec).
 - b. Soldiers granted a 4-day pass may depart after duty on Thursday, 22 Dec, and must return before start of duty on Tuesday, 27 Dec.
 - c. Soldiers in the local area IAW para 2f., may be granted pass combined with leave (e.g., pass Friday through Monday (23-26 Dec), followed by leave Tuesday through Friday (27-30 Dec), and pass Saturday through Monday (31 Dec to 2 Jan).
6. New Year 2017 Holiday Period.
- a. New Year 2017 is a 3-day pass (31 Dec to 2 Jan). As with the Christmas holiday, the New Year holiday may be extended into a 4-day special pass (30 Dec to 2 Jan).

b. Guidance in para 2 must be followed if Soldiers are granted ordinary leave in conjunction with the holiday pass.

7. Points of contact for this action, email communication is preferred:

a. Proponent: Mrs. Angie Rodriguez-Torres, HQDA DCS-G1, Military Entitlements & Compensation, DAPE-PRC, angie.rodriquez-torres.civ@mail.mil, COM: 703-692-6889, DSN: 222-6889.

b. MILPER Author: Ms. Lorraine S. Nobes, US Army Human Resources Command. usarmy.knox.hrc.mbx.tagd-leave-and-pass-policy@mail.mil, COM: 502-613-8484, DSN: 983-8484.