

Instruction 36-3003

LEAVE AND PASS PROCEDURES

Effective Date: 27 January 2025

Supersedes: Instruction 36-3003, 10 October 2024

Certified by: Col James R. Patterson, 502 ABW/CC

1. PURPOSE

This instruction establishes procedures for requesting, approving, and tracking leave and passes for all military personnel assigned to Joint Base San Antonio. It supplements AFI 36-3003, Military Leave Program.

2. LEAVE REQUEST PROCEDURES

2.1. All leave requests shall be submitted through LeaveWeb a minimum of 14 calendar days prior to the requested start date. Emergency leave requests are exempt from this requirement.

2.2. Supervisors shall act on leave requests within 3 duty days of submission. Requests not acted upon within 5 duty days will be escalated to the next level of supervision.

2.3. Leave in conjunction with a TDY or PCS requires first O-6 commander approval.

3. PASS POLICY

3.1. Regular Pass. A regular pass is a non-chargeable absence from duty for up to 3 days (including weekends and holidays). No written authorization is required for regular passes within the local area.

3.2. Special Pass. A special pass of up to 4 days may be granted in conjunction with a weekend or holiday. Special passes require written authorization from the unit commander or designated authority.

3.3. Local Area. The JBSA local area is defined as a 150-mile radius from the member's duty station. Travel beyond the local area during a pass period requires leave approval.

4. USE OR LOSE LEAVE

Members approaching the end of the fiscal year with use-or-lose leave balances must submit a leave plan to their supervisor NLT 1 July. Supervisors are responsible for ensuring members have the opportunity to use their earned leave.

5. CHANGES FROM PREVIOUS VERSION

5.1. Updated local area radius from 100 miles to 150 miles.

5.2. Reduced advance leave request requirement from 21 days to 14 days.

5.3. Added supervisor action timeline of 3 duty days.

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Commander, 502d Air Base Wing

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