

BY ORDER OF THE COMMANDER
502D AIR BASE WING
JBSA INSTRUCTION 36-3003

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Personnel

LEAVE AND PASS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction 36-3003, Military Leave Program, and establishes local procedures for requesting, approving, and managing leave and pass for military personnel assigned to Joint Base San Antonio. This instruction applies to all military members assigned or attached to units at JBSA-Lackland, JBSA-Randolph, JBSA-Fort Sam Houston, and JBSA-Camp Bullis.

SUMMARY OF CHANGES

This revision updates the LeaveWeb processing timeline from 5 days to 3 days, adds guidance on terminal leave coordination, establishes new procedures for emergency leave

**VERIFICATION, INCORPORATES SPACE-AVAILABLE TRAVEL GUIDANCE, AND
ADDS CHAPTER 6 ADDRESSING**

leave during deployment cycles.

CHAPTER 1

GENERAL INFORMATION

1.1. Purpose. This instruction establishes procedures and responsibilities for requesting,

approving, processing, and managing military leave and pass at JBSA installations.

1.2. Leave Philosophy. Leave is a benefit earned by military members through service. Commanders should approve leave requests when mission requirements permit. The goal is to ensure members use their leave to maintain work-life balance while meeting mission requirements.

1.3. Types of Leave.

1.3.1. Ordinary Leave. Chargeable leave requested by the member and approved by the commander. Members earn 2.5 days of leave per month (30 days per year).

1.3.2. Emergency Leave. Chargeable leave granted for personal or family emergencies.

1.3.3. Convalescent Leave. Non-chargeable leave authorized by a medical authority for recovery from illness, injury, or surgery.

1.3.4. Permissive TDY. Non-chargeable absence authorized for specific purposes such as house hunting, adoption, or attending approved programs.

1.3.5. Terminal Leave. Leave taken in conjunction with separation or retirement.

1.3.6. Parental Leave. Non-chargeable leave for birth, adoption, or foster placement.

1.4. Leave Balance Management.

1.4.1. Maximum Carryover. Members may carry over a maximum of 60 days of leave into the new fiscal year. Leave in excess of 60 days on 1 October is forfeited unless Special Leave Accrual (SLA) applies.

1.4.2. Special Leave Accrual. Members may retain up to 120 days if leave was lost due to operational necessity. SLA requests must be submitted through the chain of command to 502 FSS/FSMC by 1 August.

1.4.3. Use or Lose. Members with leave balances approaching 60 days should plan leave usage early in the fiscal year to avoid forfeiture.

1.4.4. Leave Balance Counseling. Supervisors will counsel members with balances exceeding 50 days on leave planning. Document counseling in the supervisor's record.

1.5. Selling Leave. Members may sell up to 60 days of leave during their career. Leave sell-back is typically done at separation or reenlistment.

CHAPTER 2

LEAVE REQUESTS

2.1. LeaveWeb. All leave requests will be submitted through LeaveWeb unless system outage prevents access.

2.1.1. Members will submit leave requests a minimum of 3 duty days in advance for routine leave. (Changed from 5 days)

2.1.2. Supervisors will approve or deny requests within 2 duty days of submission.

2.1.3. Requests submitted with less than 3 days notice require supervisor coordination and a brief explanation in the remarks section.

2.2. Required Information. Leave requests must include:

2.2.1. Leave address (where member can be reached)

2.2.2. Contact phone number

2.2.3. Emergency contact information

2.2.4. Mode of travel (POV, commercial air, AMC, etc.)

2.2.5. Itinerary for travel outside the local area

2.3. Leave in Conjunction with TDY or PCS.

2.3.1. Leave in conjunction with TDY must be approved before travel orders are issued.

2.3.2. Leave en route during PCS is limited to the number of days authorized in orders plus earned leave.

2.3.3. Permissive TDY for house hunting (PTDY-HH) is separate from leave and must be requested separately.

2.4. International Travel.

2.4.1. Leave to foreign countries requires approval from the first O-5 or above in the chain of command (may be delegated to O-4 for routine destinations).

2.4.2. Members must complete the Foreign Travel Briefing via AFVEC within 30 days prior to travel.

2.4.3. Restricted countries require MAJCOM or higher approval. Check the DoD Foreign Clearance Guide at <https://www.fcg.pentagon.mil>.

2.4.4. APACS (Aircraft and Personnel Automated Clearance System) registration is required for travel to most foreign destinations.

2.5. Space-Available (Space-A) Travel.

- 2.5.1.** Members on approved leave may travel Space-A on military aircraft.
- 2.5.2.** Leave must be approved for the maximum duration you may be gone (including potential delays in return travel).
- 2.5.3.** Members are responsible for returning from leave on time regardless of Space-A availability.
- 2.5.4.** Recommend commercial backup travel arrangements when using Space-A.

CHAPTER 3

PASS AND LIBERTY

- 3.1.** Regular Pass. Time off during non-duty hours that does not charge against leave.
 - 3.1.1.** Regular pass begins at the end of normal duty hours and ends at the start of the next duty day.
 - 3.1.2.** Includes weekends and federal holidays when not scheduled to work.
 - 3.1.3.** No paperwork required for regular pass.
- 3.2.** Special Pass. An authorized absence for up to 4 days including non-duty days, granted for special occasions or exceptional performance.
 - 3.2.1.** Authority. Commanders (O-3 and above) may approve special passes.
 - 3.2.2.** May be combined with regular pass but cannot exceed 4 consecutive days.
 - 3.2.3.** Must be requested in writing (email or memo is acceptable).
 - 3.2.4.** Approved special passes are documented on AF Form 988 or equivalent.
- 3.3.** Permissible Pass Combinations.
 - 3.3.1.** 3-day Pass: Friday-Sunday (normal weekend for most)
 - 3.3.2.** 4-day Pass: Thursday-Sunday or Friday-Monday (with approval)
 - 3.3.3.** Passes cannot be combined with leave to extend leave artificially.
- 3.4.** Travel Radius.
 - 3.4.1.** Regular pass travel is limited to the local area unless otherwise authorized.
Local area is defined as within 200 miles of the duty station.
 - 3.4.2.** Special pass may authorize travel outside the local area. Travel radius must be specified when approving the pass.

3.4.3. Members traveling outside the local area on pass must leave contact information with their supervisor.

3.5. Compensatory Time Off.

3.5.1. Military members are not entitled to compensatory time, overtime pay, or credit hours.

3.5.2. Commanders have discretion to adjust duty schedules when missions permit.

3.5.3. Time off incentive programs may provide passes for exceptional performance.

CHAPTER 4

EMERGENCY LEAVE

4.1. Definition. Emergency leave is authorized for bona fide personal or family emergencies involving the member or immediate family member.

4.2. Qualifying Emergencies.

4.2.1. Death of an immediate family member

4.2.2. Serious illness or injury of an immediate family member

4.2.3. Terminal illness of an immediate family member

4.2.4. Natural disaster affecting the member's primary residence

4.2.5. Other situations as determined by the commander

4.3. Immediate Family. For emergency leave purposes, immediate family includes:

4.3.1. Spouse

4.3.2. Children (including stepchildren, adopted children, and foster children)

4.3.3. Parents (including stepparents and in-laws)

4.3.4. Siblings (including stepsiblings)

4.3.5. Grandparents and grandchildren

4.3.6. Legal guardians or wards

4.4. Request Procedures.

4.4.1. Contact supervisor or First Sergeant immediately upon learning of the emergency.

4.4.2. Verbal approval may be granted pending paperwork completion.

4.4.3. LeaveWeb request should be submitted within 24 hours of departure when possible.

4.4.4. American Red Cross verification is required for emergencies when the member is deployed or TDY. (See paragraph 4.5)

4.5. Red Cross Verification.

4.5.1. The American Red Cross provides emergency verification services 24/7 at 1-877-272-7337.

4.5.2. Red Cross verification is required when:

4.5.2.1. Member is deployed

4.5.2.2. Member is on TDY status

4.5.2.3. Requested by the commander

4.5.3. Red Cross verification confirms the nature and severity of the emergency but does not approve or deny leave.

4.6. Transportation Assistance.

4.6.1. Emergency leave travel may be authorized on military aircraft based on space and mission requirements.

4.6.2. Contact the Passenger Travel Office for Space-R (Space-Required) travel arrangements.

4.6.3. Air Force Aid Society may provide emergency travel loans. Contact the AFAS office at (210) 671-3722.

4.7. Return from Emergency Leave.

4.7.1. Members will contact their supervisor within 24 hours of arriving at the emergency location.

4.7.2. Extensions to emergency leave must be requested through the supervisor.

4.7.3. Members will return to duty within 3 duty days of the emergency ending unless extended leave is approved.

CHAPTER 5

SPECIAL LEAVE SITUATIONS

5.1. Parental Leave.

5.1.1. Primary Caregiver. 12 weeks of non-chargeable leave for the primary

caregiver following birth, adoption, or long-term foster placement.

5.1.2. Secondary Caregiver. 12 weeks of non-chargeable leave for the secondary caregiver following birth, adoption, or long-term foster placement.

5.1.3. Must be taken within one year of the qualifying event.

5.1.4. May be taken consecutively or intermittently with commander approval.

5.1.5. Requests are submitted through LeaveWeb using the parental leave category.

5.2. Convalescent Leave.

5.2.1. Authorized by medical personnel, not the commander.

5.2.2. May be granted following surgery, illness, injury, or childbirth.

5.2.3. Maximum of 30 days may be authorized at one time. Extensions require re-evaluation.

5.2.4. Does not charge against leave balance.

5.2.5. Member must remain in the local area unless travel is approved by the medical authority.

5.3. Reenlistment Leave.

5.3.1. Members reenlisting for 6 years may receive up to 10 days of permissive TDY as a reenlistment benefit (certain AFSCs only).

5.3.2. Must be taken within 3 months of reenlistment.

5.3.3. Coordinate with the Career Assistance Advisor for eligibility.

5.4. Terminal Leave.

5.4.1. Terminal leave is leave taken immediately prior to separation or retirement.

5.4.2. Members must out-process and complete all separation requirements before beginning terminal leave.

5.4.3. Terminal leave start date cannot be changed once member has departed.

5.4.4. Members on terminal leave may accept employment without restrictions.

5.4.5. Coordinate terminal leave with MPF at least 90 days prior to separation date.

5.5. Permissive TDY (PTDY).

5.5.1. PTDY is non-chargeable absence authorized for specific purposes.

5.5.2. Common PTDY types:

5.5.2.1. House Hunting (up to 10 days for CONUS PCS)

5.5.2.2. Job Search (up to 10 days for separating members)

5.5.2.3. Adoption (up to 21 days)

5.5.2.4. Bone Marrow/Organ Donation (as required)

5.5.2.5. Funeral Honors Duty (as required)

5.5.3. PTDY requests require separate approval from leave requests.

CHAPTER 6

LEAVE AND DEPLOYMENT (NEW)

6.1. Pre-Deployment Leave.

6.1.1. Members should plan to use leave prior to deployment notification when possible.

6.1.2. Once deployment tasking is received, leave may be restricted based on processing requirements.

6.1.3. Recommend members maintain a minimum of 10 days leave balance for emergencies during deployment.

6.2. Leave During Deployment.

6.2.1. Rest and Recuperation (R&R;). Members deployed for 12 months or more to designated locations may receive R&R leave with funded travel.

6.2.2. Emergency Leave from Deployed Location. Follow deployed unit procedures and obtain Red Cross verification.

6.2.3. In-Theater Pass. Passes within the deployed theater are at the discretion of the deployed commander.

6.3. Post-Deployment Leave.

6.3.1. Reintegration Stand-Down. Members returning from deployments over 30 days receive a minimum 4-day reintegration stand-down (non-chargeable).

6.3.2. Post-Deployment Leave. Commanders should prioritize leave requests for recently returned members.

6.3.3. Use of Accrued Leave. Members often return from deployment with high leave balances. Plan leave usage to avoid losing days at fiscal year end.

6.4. Deployment Deferrals for Leave.

6.4.1. Pre-approved leave (e.g., wedding, major family event) may justify deployment deferral requests.

6.4.2. Deferrals are not automatic and require commander approval.

6.4.3. Document leave and circumstances thoroughly when requesting deferral.

CHAPTER 7

LEAVE RECORDS AND AUDITS

7.1. Leave Records.

7.1.1. Leave records are maintained in the Defense Joint Military Pay System (DJMS) and LeaveWeb.

7.1.2. Members should verify leave balance accuracy monthly on their Leave and Earnings Statement (LES).

7.1.3. Discrepancies should be reported to the orderly room within 30 days.

7.2. Leave Audits.

7.2.1. Unit leave monitors will reconcile LeaveWeb records with DJMS quarterly.

7.2.2. Common discrepancies include:

7.2.2.1. Leave charged but not taken

7.2.2.2. Leave taken but not charged

7.2.2.3. Incorrect leave dates

7.2.2.4. Duplicate entries

7.2.3. Corrections require commander endorsement and submission to Finance.

7.3. Unauthorized Absence (UA).

7.3.1. Failure to return from leave on time constitutes unauthorized absence.

7.3.2. Members must contact their supervisor immediately if return will be delayed.

7.3.3. UA may result in loss of pay and administrative or disciplinary action.

7.3.4. Leave in excess of approved amount is charged as ordinary leave if available, then as leave without pay.

JENNIFER M. ADAMS, Colonel, USAF

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Attachment 1: LeaveWeb Quick Reference Guide

Attachment 2: Leave Request Checklist

Attachment 3: Emergency Leave Documentation Requirements

Attachment 4: Terminal Leave Planning Timeline