

## MILPERSMAN 1050-090

### LEAVE: DAY OF DEPARTURE/RETURN

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<b>Governing Directives</b>	DOD Directive 1327.5 of 24 Sept 85 DJMS Procedures Training Guide (DJMS PTG), Part 1, Chapter 3.
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1. **Policy**. Leave granting authorities may authorize the commencement of leave at any time on a day of duty. Special liberty shall not be granted for the purpose of extending leave. Per DoD Directive 1327.5, Leave and Special Liberty shall **not** be combined.

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2. **Leave Accounting**. The DJMS PTG, Part 1, Chapter 3, details specific leave accounting procedures.

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3. Determining Day of Duty or Day of Leave. Use the rules in table below to determine whether a day of departure or return is to be counted as a day of duty or a day of leave:

WHEN ...	THEN ...
leave commences prior to the expiration of the member's normal working hours,	the day of departure is counted as a day of leave.
leave commences after the expiration of the member's normal working hours,	the day of departure from the duty station is a day of duty not charged as leave.
no duties are scheduled for that day, e.g., regular day off,	leave may commence anytime during the day.
a return is made at or before the commencement of the member's normal working hours,	the day of return from leave shall be counted as a day of duty.
a return is made after the commencement of the member's normal working hours,	the day of return from leave shall be counted as a day of leave.
leave commences and terminates on non-duty days,	one of the days shall be charged as leave.

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4. **Examples.** The following examples are set forth in the table below to aid in determining the commencement of leave. In each instance the member works Monday through Friday, 0800 to 1630.

Example #	WHEN ...	THEN ...	AND ...
1	a member wants to commence leave at 1630 on Thursday,	Friday is the first day of chargeable leave,	Thursday is a day of duty.
2	member wants to commence leave at 1200 on Tuesday,	Tuesday will be charged as a day of leave,	special liberty may not be granted at 1200, allowing member to combine special liberty and leave.
	leave is authorized at 1630 on Tuesday,	Tuesday is a day of duty, since member worked until 1630.	
	leave is authorized at 1630 on Monday,	Tuesday is the first day of leave.	
3	member wants to commence leave at 0001 Sunday,	Monday is the first day of leave,	Sunday is counted as a day of duty.
	telephone check-out is authorized,	member must be in the immediate geographic area of their duty station (as defined by the local command).	
	leave period also ends on a non-work day, i.e., weekend or holiday,	one of the days will be charged as a day of leave, regardless of time of departure or return.	