



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION YORKTOWN
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YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 1050.3R
OOM
3 Jun 03

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 1050.3R

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: MILITARY LIBERTY AND LEAVE POLICY

Ref: (a) U.S. Navy Regulations
(b) MILPERSMAN 1050-280 and 1050-290

1. Purpose. To establish policies and procedures regarding military liberty and leave.
2. Cancellation. WPNSTA YORKTOWNINST 1050.3Q
3. Background. References (a) and (b) contain the basic directives governing Department of Defense and Navy policy on granting military liberty and leave.
4. Policy. It is the intent of this Command to grant liberty and leave to the maximum extent allowable commensurate with operational requirements, personnel assigned, and personal performance and entitlements, as specified in references (a) and (b).
5. Definitions.
 - a. Liberty.
 - (1) Regular Liberty. Routine authorized absence, at the end of which the member is actually onboard or in the location from which they regularly commute to work. This period lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday. Except for Federal public holidays, regular liberty periods will not exceed 2 days.
 - (2) Special Liberty. Liberty granted outside of regular liberty periods for unusual reasons (i.e., emergencies).
 - (a) Special liberty will normally not exceed 3 days and will never exceed 4 days.

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(b) Special liberty periods for 3 to 4 days are intended as compensation for unusually long working hours or as recognition for exceptional performance.

(c) Special liberty periods excusing a member from duty requires approval of the Senior Watch Officer (SWO) or Enlisted Watchbill Coordinator (EWBC). For emergency requirements after normal working hours, the Command Duty Officer (CDO) will be the final approval authority.

(3) Three-Day Liberty. A special liberty period designed to give service members 3 full days absence from work or duty. It usually commences at the end of normal working hours on a given day and expires the start of working hours on the fourth day.

(4) Four-day Liberty. A special liberty period designed to give service members 4 full days absence from work or duty. It usually commences at the end of normal working hours on a given day and expires the start of working hours on the fifth day. It must include at least 2 consecutive non-work (regular liberty) days.

b. Leave.

(1) Annual (Ordinary) Leave. Leave granted in execution of the Command Leave Program, chargeable to member's leave account.

(2) Advance Leave. Leave granted prior to its actual accrual to member's leave account, based on reasonable expectation that it will be earned by the member.

(3) Earned Leave. Leave accrued to member's credit, to a maximum of 60 days at the end of the fiscal year.

(4) Emergency Leave. Leave granted for a personal or family emergency requiring the member's presence, chargeable to the member's leave account.

(5) Convalescent Leave. Period of authorized absence granted to members while under medical care, which is part of the care and treatment prescribed as recuperation or convalescence, not chargeable to member's leave account. Members are required to have leave papers and the Doctor's memorandum so that leave does not get charged.

6. Leave and Liberty Policy and Procedures. Approval authority for liberty is as follows:

<u>Liberty Period</u>	<u>Approval Authority</u>
1-Day Liberty	Department Head/LCPO
2-Day Liberty	Executive Officer (XO)
3-Day Liberty	Executive Officer (XO)
4-Day Special Liberty	Executive Officer (XO)
Any Liberty From Duty	SWO/EWBC

7. Leave Policy and Procedures.

a. Leave Approval Authorization. Approval authority for leave is as follows:

(1) Advanced Leave: XO

(2) Officers: CO

(3) Enlisted: XO

(4) In cases when emergency leave situations arise after normal working hours, leave may be authorized by the CDO after receiving approval via the phone from the XO.

(5) Leave Extensions: Requests to extend a leave period a member is already engaged in will be approved by the XO. After normal working hours, leave extensions may be granted by the CDO after contacting the XO for verbal approval.

b. Leave and Duty. All members assigned to the Station watchbill will route leave requests via the EWBC and the SWO for CDOs and via Section Leader and EWBC for section personnel. They must be submitted no later than the 15th day of the month prior to the month the leave is being requested. Members submitting leave requests after this date (except emergency) will provide their own relief for duty.

c. Job Assignment Coverage. Personnel whose normal work supports the storefront and tenant commands of the WPNSTA, and whose billet structure does not provide for an alternate to cover their assigned duties (i.e., Command Career Counselor, Legal Assistant, Disaster Preparedness) will indicate on their leave request who will cover their job assignment while on leave if someone is available to do so. In the case where a stand-in

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is not available, this will be indicated on the leave request and a base-wide email needs to be sent out prior to departing on leave, stating that your office will be closed on the approved leave dates.

8. Leave Administration Procedures. The Administrative Office (Admin) is designated the central processing point for all leave requests and maintains the Station's Leave Control Log.

a. Members must have an approved NAVCOMPT Form 3065 (Part 1) in their possession prior to commencing leave (Leave Chit White Copy). Leave will normally commence before or after normal working hours or at anytime between 0001 and 2359 on non-workdays. (It should never commence during scheduled working hours.) Return from leave will normally be at the start or end of the regular workday, or anytime between 0001 and 2359 on non-workdays.

b. All personnel will check-in and out in person with their respective department head/LCPO. The department head/LCPO will sign the member in or out on the white copy.

c. All leave requests, other than emergency leave, are to be in the Admin Office one week prior to the commencement of leave.

d. Leave papers may be modified before check-out with verbal approval from the XO. Respective departments/LCPOs shall notify Admin of anyone returning from leave early or cancelled leave. Admin will ensure proper disposition of the leave paper. All completed white copies (Part 1) of NAVCOMPT Form 3065 shall be returned to Admin within 5 working days after returning from leave. Failure to return this copy will result in the member being charged the full amount requested.

9. Directive Review. The Administrative Officer is responsible for the annual review and update of this instruction.


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Distribution: (WPNSTA YORKTOWNINST 5216.2X)
List I (Case A)