

FTUS Leave Management

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Leave Management

Reference: AR 600-8-10

Purpose: To ensure proper accountability of all AGR Soldiers.

Leave Management and accountability:

- **AGR accrue 2.5 days of leave/month**
- **Leave must be managed**
 - **Supervisor and Individual**
- **Leave and Pass management (vacation/time-off) is an important function of full-time supervision. The full-time supervisor of an AGR member has the responsibility to ensure the soldier performs his/her assigned duties, is present for duty when required, and is afforded fair and reasonable treatment (to include reasonable time-off consistent with responsibilities to the mission of the organization).**
- **Leave is an individual entitlement that should be pre-planned and scheduled to obtain the maximum benefit for the individual and the organization. Supervisors should make every reasonable effort to grant leave during holiday periods, during significant family events, after major training periods, and other times as appropriate.**

Leave Management

- **Chargeable Leave**

- Sick Child-take leave
- Includes ordinary, transition, advanced, and emergency leave.

- **Sick Leave**

- **AGR Soldiers do not accrue sick leave. The AGR member will report to their supervisor, either in person or by phone, during normal duty hours for minor injuries or illness. For scheduled medical care, the member is in a duty status and will not be charged leave (Do not use convalescent leave to track Soldiers attending doctors appointments in the leave log system). A supervisor may charge the individual leave if the individual abuses the program.**

- **Convalescent leave**

- **Convalescent leave is non-chargeable-Local Commanders (O-5 or higher) may approve up to 30 days leave with an appropriate medical recommendation. Requests for more than 30 days require approval from \ either National Guard Bureau Health Services (NGB-HS) or a hospital commander's approval.**

Leave Management

- **Passes**
 - **Non-chargeable time-off not to exceed 96 hours**
- **Permissive TDY**
 - **Must be approved by a LTC or above**
 - **Non-chargeable leave – as a result of PCS entitled up to 10 days if approved or may be granted up to 20 days in conjunction with retirement**
- **AWOL**
 - **AWOL is any period of time an individual is absent from their duty station without their supervisor's knowledge. The OIC must submit a change of duty status report on DA Form 4187 to change status from duty to AWOL effective the beginning of the AWOL period.**

QUESTIONS?