



DEPARTMENT OF THE ARMY
208TH FINANCE BATTALION
UNIT 30041
APO AE 09166



AEUFC-FBS-AG

1 October 2000

MEMORANDUM FOR See Distribution

SUBJECT: Policy Letter 9 - Leave Policy

1. REFERENCE: AR 600-8-10, Leaves and Passes
2. APPLICABILITY: This policy applies to all 208TH Finance Battalion (FB) personnel.
3. POLICY:

a. The Army policy on leave is that every soldier will be afforded the opportunity to take 30 days of leave per year. I encourage soldiers within the unit to use their leave throughout the year as they deem necessary. Due to our mission of providing pay support to the European community, certain limitations must be placed on the use of leave. The following guidelines will be followed when requesting, scheduling, and taking leave:

(1) Submission. Leave request must be submitted to arrive in the unit PAC in sufficient time for approval and processing, this will normally be 14 days prior to departure date. Leave requests received after this time may delay the departure date or be a cause for disapproval. The DA Form 31 must be typed or printed letter so that it is legible through all copies and will conform to the enclosed example. It will be accompanied by memorandums for disposition of mail, personal uniform issue, and a routing memo through the chain of command for approval.

(2) Normally leaves will not be longer than 14 days in duration. Exceptions will be approved on a case-by-case basis.

(3) Advance leave is a way for soldiers with no leave, or limited leave, to resolve emergency and urgent personal problems. Any personnel requesting advance leave will be counseled by the chain of command and approved by the commander on a case-by-case basis.

(4) Emergency leaves will be processed immediately, or on an as-needed basis, with proper justification and/or notification from the Red Cross.

(5) Soldiers will be prepared to return from leave by the ending date on the approved leave form. If there are extenuating or emergency circumstances that require an extension of leave, you will contact your chain of command for approval.

(6) Management of leave is necessary to ensure the mission is accomplished, and that we do not unintentionally deplete the battalion leadership. As a general rule, both of the following will not be on leave at the same time:

- Battalion Commander and Executive Officer
- Detachment Commander and Detachment Sergeant
- CSM and 1SG
- Staff Section Chiefs and their first line supervisor

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4. PROCEDURES:

- a. It is highly recommended (required depending on leave destination) that soldiers taking leave away from host nation (with exception to the US) attend a travel security briefing with their local community travel clearing manager.
- b. Soldiers are encouraged to inventory their personal and military items and store high dollar items.
- c. The PAC will provide the individual copy of the DA Form 31 to the requester NLT 72 hours prior to the start of leave. It is the soldier's responsibility to ensure that he/she has the individual copy of the DA Form 31 prior to signing out on leave and must stop at S1 to sign back in from leave. Soldiers commencing or terminating leave outside of the local area will be disciplined appropriately.
- d. Conflicts with Duty Roster. Leave requests that conflict with duty roster previously published will not be approved unless extenuating circumstances exists. Leaves submitted for weekends or holidays will be charged unless canceled prior to posting of duty roster for day concerned.

SERVICE, PAY, SUPPORT!

STEPHEN J. RIVIERE
LTC, FC
Commanding

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