

U.S. ARMY SECURITY ASSISTANCE COMMAND
5001 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22333-0001

USASAC POLICY STATEMENT NUMBER: 101.9

SUBJECT: Leave Without Pay

POLICY:

1. Supervisors are authorized to approve an employee's request for Leave Without Pay (LWOP) provided the period of leave requested does not exceed two consecutive weeks.
2. Requests for LWOP exceeding two consecutive weeks must be submitted to the Command Group for approval. Requests must include justification for LWOP and the recommendations of the supervisory chain of command.

DISCUSSION:

1. Leave Without Pay is a temporary non-pay status which may be granted upon an employee's request. It is not an entitlement, but is a matter of administrative discretion with consideration given to the needs of the government and the employee.
2. Requests for LWOP for periods of less than 30 days must be submitted using a SF 71, Application for Leave. Requests for LWOP in excess of 30 days must be submitted using a SF 52-B, Request for Personnel Action. Assistance in preparation of the SF 52-B may be obtained from the appropriate branch of the Administration and Security Division (AMSAC-SA-A or AMSAC-SA-N).

PROPONENT AREA: Administration

PROPONENT: AMSAC-SA

SUPERSESSION: None

MICHAEL S. DAVISON, JR.
Major General, USA
Commanding