

The Dope on Furloughs and Leaves

LETTER OF INSTRUCTION NO. 1024

From: Commandant of the Marine Corps.
To: All Commanding Officers.
Subject: Leaves of absence to officers and furloughs to enlisted personnel.
References: (1) Marine Corps Circular Letter No. 624, dated 15 January 1944.
(b) Letter of Instruction No. 837, dated 4 September 1944.

1. Reference (a) is revoked effective upon the receipt of this letter. All other directives and authorizations which are in conflict with the leave policy outlined below are revoked or modified to conform with these instructions.

2. The current policy of the Commandant of the Marine Corps relative to leaves of absence to officers and furloughs to enlisted personnel is published below for the information and guidance of all personnel of the Marine Corps. This policy is effective for the entire current leave or furlough year and for future leave years.

I GENERAL INSTRUCTIONS AND INFORMATION

(A) Officers:

1. Under basic leave laws, officers accrue leave at the rate of thirty days a year, or two and one-half days a month. The fiscal year is considered as the leave year for officers. On first appointment to commissioned or warrant rank, an officer accrues leave from the date of his commencement of active duty as an officer to the end of the fiscal year at the rate of two and one-half days per month. During this period he is not entitled to be granted more leave than is thus accrued. The leave record of each officer is balanced as of 30 June each year. On that date the amount of leave he has taken is deducted from the amount he has accrued, and the remainder, if any, is carried over to his credit. On 1 July, he is given credit for the thirty days leave which he will accrue during the ensuing fiscal year, and this amount is added to the remainder carried over from the preceding year. This procedure is repeated at the end of each fiscal year. An officer may accrue up to a total of one hundred twenty days leave.

2. However, in spite of the fact that leave accrues as indicated above, during the period of the war, leave is authorized to be granted only as set forth in this letter.

3. Leave (with the exception of sick and convalescent leave) is not authorized to be granted in excess of the number of days which an officer will have accrued (including that accumulated from previous years) as of the end of the fiscal year in which the leave in question is taken and every precaution should be taken to avoid requesting leave in excess of that accumulated. On 30 June, of any year or on date of relief from active duty, if an officer has taken leave in excess of that which he has accumulated, he is subject to checkage of pay and allowances for the number of days taken in excess.

4. Sick leave is granted by the Commandant of the Marine Corps on the recommendation of a Board of Medical Survey, approved by the Chief of the Bureau of Medicine and Surgery. Sick leave and convalescent leave are not charged against the accrued leave of an officer.

5. All other leave, together with any periods of additional leave for travel time within the United States which may be authorized in connection with such leave, is charged against the accrued leave of an officer. However, when leave is granted as delay in reporting in official travel orders, leave is charged only for the period enroute over and above the allowed proceed and travel time. (See Article 1-20 (h), Marine Corps Manual, for example.) All leave taken, with the exception of sick and convalescent leave, will be reported on form HAVMC 730-DP, and commanding officers are directed to require all officers under their command to submit this report immediately upon the expiration of leave or delay.

6. All requests for leave or delay will include the following information:

- (a) Number of days of leave requested including descriptive title of leave desired;
- (b) Number of days of additional leave requested for travel time;
- (c) Number of days of leave taken during current leave year, including descriptive titles of such leave;
- (d) An estimate of the number of days of accrued leave due, based on the best available information; and
- (e) Address while on leave or delay.

7. In order to avoid any misunderstanding, commanding officers should include in all letters or endorse-

ments granting leave (or delay) a statement giving the exact date of expiration of leave or date of reporting at new station on expiration of delay.

8. A retired officer assigned to active duty is not entitled to cumulative leave of absence that has accrued prior to his retirement, notwithstanding the fact that his assignment to active duty occurred immediately after his retirement. (Article 24-75 (6), Marine Corps Manual).

(B) Enlisted personnel:

1. The enlistment year, as defined in reference (b), is considered the leave year for enlisted personnel.

2. When travel time is granted in connection with and in addition to furlough, enlisted personnel are entitled to furlough rations for the travel time involved. Such travel time is not chargeable against total furlough granted.

3. Convalescent leave granted to enlisted personnel is considered to be a part of the period of hospitalization and will not be included in the computation of furlough due.

4. All requests for furlough will include the following information:

- (a) Number of days of furlough desired, including descriptive title of same;
- (b) Number of days requested as travel time;
- (c) Number of days and kind of furlough taken during current leave year; and
- (d) Address while on furlough or delay.

5. Every reasonable care will be exercised to insure that the recipient of furlough is granted travel time only to a bona fide leave address.

6. Travel time to enlisted personnel is limited to ten days in an enlistment year. Proper notation of all travel time authorized in connection with furlough will therefore be entered under "furlough data" in the service record book of the personnel concerned. When travel time is granted in connection with delay only the excess period authorized to proceed via leave address to new station will be entered.

7. In order to avoid misunderstanding commanding officers should include in all letters or endorsements granting furlough (or delay) a statement giving the exact date of expiration of furlough or date of reporting at new station on expiration of delay.

II TRAVEL TIME

(A) General:

1. The purpose of travel time as authorized in this section is to enable personnel to spend the entire period of leave or furlough (or delay) at the leave address. The determination of the number of days of travel time, if any, to be authorized in individual cases is left to the discretion of the commanding officer who grants it as he is familiar with local transportation facilities and is in a position to better determine the actual time required for the travel involved.

(B) Officers:

1. Under the leave policy set forth herein an officer may be granted leave to cover actual travel time required in proceeding to and returning from leave address. This travel time leave will be exclusive of and in addition to any other type of leave authorized to be granted, except that no leave to cover travel time will be allowed in connection with authorized sick leave. Commands authorized to grant any of the types of leave described herein may include in their authorization additional leave for travel time.

2. Additional leave authorized to cover travel time will be included in the report of leave taken which is required to be submitted on the expiration of leave and will be shown on leave on the proper muster roll.

3. In a case where leave is granted as delay in connection with travel orders, additional delay may be granted to cover the excess period required for travel between the places of duty via leave address. When under orders the proceed and travel time allowed under Article 1-20, Marine Corps Manual, is not leave. Therefore, the additional delay which may be granted under this authorization will cover only the excess travel time required for travel between the places of duty via leave address over and above the allowed travel time between such places of duty via the shortest usually traveled route. This additional delay will be considered as leave and should be so reported. When delay enroute is granted in connection with travel orders the commanding officer of the officer concerned is authorized to modify the orders to authorize additional delay to cover excess travel time required to proceed via leave address as outlined above. However, this additional delay may in no case be authorized if the officer's basic orders specify a definite date by which he

must report at his new station, and such additional delay would result in his reporting beyond that date.

(C) Enlisted personnel:

1. Under the policy set forth herein enlisted personnel may be allowed travel time, not exceeding an aggregate of ten days during an enlistment year, to cover the actual periods required in proceeding to and returning from furlough address. Travel time will be exclusive of, and in addition to, the furlough granted.

2. When delay enroute is granted in connection with travel orders, the commanding officer of the personnel concerned is hereby authorized to modify the orders to authorize travel time to destination via furlough address.

III REGULAR LEAVES OF ABSENCE AND REGULAR FURLoughS

(A) Officers:

Regular leaves of absence to officers will be limited to fifteen days during each fiscal year, plus such additional leave as is necessary for travel time, except that during the remaining portion of a fiscal year, subsequent to the expiration of rehabilitation leave, (defined later), regular leave may be granted at the rate of one and one-quarter days per month for the balance of the leave year plus additional leave to cover travel time, but only after such leave has accumulated.

(B) Enlisted personnel:

1. Regular furloughs to enlisted personnel will be limited to fifteen days during an enlistment year, plus travel time, except that during the remaining portion of an enlistment year, subsequent to the expiration of rehabilitation leave, regular furlough, plus travel time, may be granted at the rate of one and one-quarter days per month for the balance of the leave year but only after such furlough has accumulated.

IV SPECIAL LEAVES AND SPECIAL FURLoughS

(A) Officers:

1. Where the exigencies of the service permit and upon authentication satisfactory to commanding officer, special leave to officers serving in the United States up to a maximum of thirty days, plus additional leave to cover travel time, and minus any regular leave taken during current leave year, is hereby authorized to be granted by commanding officers to permit husbands and wives, both of whom are members of the armed services, to be together upon the return to the United States of either from overseas duty. Special leave will be chargeable against total fifteen days regular leave or any unused portion thereof for the leave year in which the special leave is taken. Copies of all applications for special leave together with copies of the action of the commanding officer thereon, will be forwarded to the Commandant of the Marine Corps in all cases.

(B) Enlisted personnel:

1. Where the exigencies of the service permit and upon authentication satisfactory to commanding officer, special furlough to enlisted personnel serving in the United States up to a maximum of thirty days, plus travel time, and minus any regular furlough taken during the current leave year, is hereby authorized to be granted by commanding officers to permit husbands and wives, both of whom are members of the armed services, to be together upon the return of either from overseas duty to the United States. Special furlough will be chargeable against total fifteen-day regular furlough or any unused portion thereof for the leave year in which the special furlough is taken.

2. Copies of all applications for special furlough together with copies of the action of the commanding officer thereon, will be forwarded to the Commandant of the Marine Corps in all cases.

V EMERGENCY LEAVE (OR FURLough)

1. All commanding officers are hereby authorized to grant emergency leave to Marine Corps personnel under their commands. It is directed that emergency leave be granted in accordance with this authorization only after the commanding officer concerned has satisfied himself that a bona fide emergency does exist. Emergency leave will be limited to such periods as the circumstances may require, but in no case will the period exceed fifteen days, exclusive of travel time. In each case, where emergency leave is granted, a copy thereof will be furnished Headquarters Marine Corps. Request for emergency leave in excess of fifteen days will be submitted to the Commandant of the Marine Corps for decision.

2. If conditions warrant, emergency leave may be granted to officers even though in excess of accrued leave. However, the period of such excess of accrued leave will be without pay or allowances.

3. Emergency leave will be considered as additional to regular leave. Therefore, any emergency leave taken during a leave year will not be included in any computation of regular furlough or leave due.

VI CONVALESCENT LEAVES

1. Medical officers in command of naval hospitals in the United States have been authorized to grant officers and enlisted personnel of the Marine Corps convalescent leaves up to thirty days, plus travel time, provided such personnel have been hospitalized as a result of illness or injury necessitating their evacuation from overseas. Convalescent leave is distinct from, and is not to be confused with, rehabilitation leave. Convalescent leave is not charged against the accrued leave of an officer.

VII REHABILITATION LEAVES (OR FURLoughs)

1. Upon return to the United States, rehabilitation leave for thirty days may be granted to personnel who have served overseas or on sea duty for a period of one year or more, regardless of duty station or type of duty performed except that:

- In cases where overseas service or sea duty has been less than one year, leave may be granted at the rate of two and one-half days for each month of overseas service or sea duty.
- Personnel who have had leave in the United States of thirty days or more during tours of overseas duty or sea duty with aviation organizations, may be granted rehabilitation leave up to a total of thirty days at the rate of two and one-half days for each month of overseas duty served subsequent to return overseas on expiration of said leave.
- Personnel on duty afloat (not on sea duty with Aircraft, Fleet Marine Force, Pacific), may be granted rehabilitation leave upon assignment to shore duty in the United States for such period as will aggregate thirty days including any leave in the United States they may have taken during the last year of their sea service.
- Leave to cover time in the cases of officers and travel time in the cases of enlisted personnel may be granted in addition to the rehabilitation leave due.

2. In any cases where personnel have been denied the full periods of rehabilitation leave due them on return to the United States by official action such personnel may submit requests for the remaining periods due them at a later date when the exigencies of the service will permit the granting of same. Travel time will NOT be granted in connection with such cases.

3. The Commanding General, Department of the Pacific; The Commanding General, Marine Training and Replacement Command, San Diego Area; The Commanding General, Camp Lejeune, N. C.; The Commanding General, Marine Fleet Air, West Coast; and the Commanding Officers, Reclassification and Redistribution Centers, are hereby authorized to grant rehabilitation leave as outlined in this section.

4. The Commanding Officers of all Marine Corps Activities, First to Ninth Naval Districts, inclusive; Severn River Naval Command, and Potomac River Naval Command, are hereby authorized to grant rehabilitation leave as outlined above in the form of appropriate delay, plus travel time, to enlisted personnel, discharged from hospitals enroute to their first duty assignment since return from overseas, or who are enroute to the East Coast Reclassification and Redistribution Center, Marine Barracks, Navy Yard, Philadelphia, Pa. The Commanding Officer, Marine Barracks, Naval Air Training Base, Corpus Christi, Tex., is authorized to grant this delay to men enroute to the West Coast Reclassification Center, Marine Corps Base, San Diego, California.

VIII RECRUIT FURLoughs

1. The Commanding General, Marine Training Command, Camp Lejeune, N. C., and the Commanding General, Marine Training and Replacement Command, San Diego Area, are hereby authorized to grant recruits furloughs of fifteen days *including* travel time after completion of Phase I of training.

2. Recruit furloughs are chargeable against regular furloughs and having had a full fifteen-day recruit furlough enlisted personnel are entitled to no regular furlough during the first enlistment year.

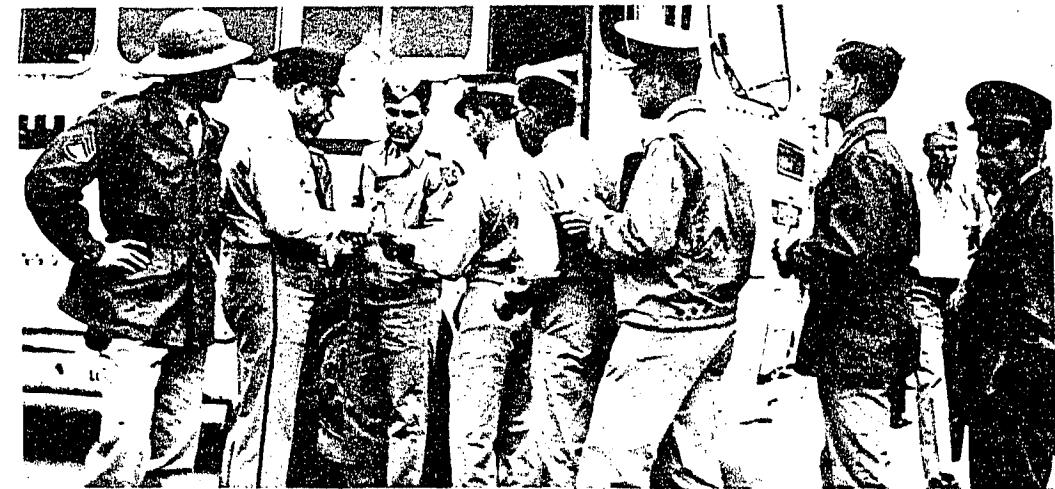
3. Recruit furloughs will not be granted to members of the Marine Corps Women's Reserve.

IX EMBARKATION LEAVES OR FURLoughs

1. When the exigencies of the service permit, commanding officers authorized to grant regular leaves or regular furloughs are also authorized to grant embarkation leaves or furloughs up to ten days, exclusive of travel time, to officers and enlisted personnel, except male recruits, prior to being ordered overseas.

2. Embarkation leave or furlough may be granted regardless of any leaves or furloughs previously taken during the current leave year.

A. A. VANDEGRIFT



Ex-Jacksonville, N. C., liberty hounds might like to know that "Jax" has a new bus station—built in '43. Liberty is almost over for these Marines and they prepare to return to Lejeune

Lejeune Liberty

Going ashore in Jacksonville has faded to a minor thrill for the Marines now doing duty at the New River base



Tiny Billy Arthur is the editor of the "Jax" paper. He's seen showing picture collection



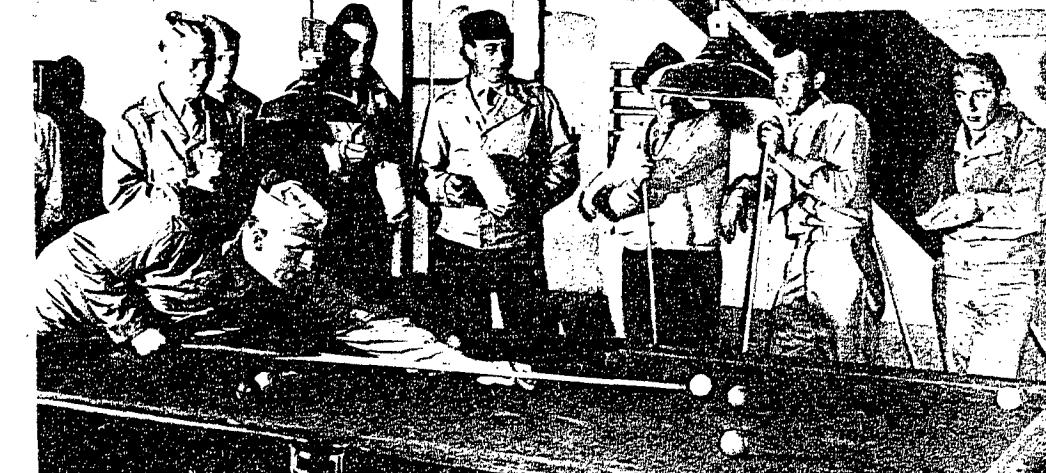
Newlyweds (such as these) often spend nights holding hands in a local hotel parlor



The dreamy trance of "J-Ville's" spit shine specialist gives a Marine time for his brew



A "Jax" slop chute. The brew is cold, but the "No Beer Today" sign often goes up



The only pool hall in "J-Ville." The cue wielder in this scene seems determined to make his shot, but the Marine onlooker standing at far right has all the expression of a "Doubting Thomas"

PHOTOS BY SGT. JERRY KOEPLINGER, Leatherneck Staff Photographer END 43