

USAWC
Student Leave Policy
(29 Feb 08)

1. Applicable service regulations apply.
2. The start and end points for a leave or pass from the local area is on post, at the duty station, or at the location from which the student regularly commutes to duty. Students must physically be present at one of these locations when they begin and end a period covered by pass or leave.
3. Students must be in an approved leave status for any absence from the local area that exceeds 4 days.
4. Leave (or pass if less than 4 days) is required for any travel outside the continental United States (OCONUS) as well as travel clearance by the USAWC security manager.
5. Army students will be signed out and signed back in automatically, based on the to and from dates on the DA Form 31. Sister Service students will follow procedures set up by the SSR office in Room C332 (245-4866). All students will notify the Human Resource Directorate if leave is extended or shortened via email to CARL_ATWC-CHR@conus.army.mil or by telephone at 245-3362/3416.
6. Civilian students: Upon approval, the student notifies the sponsoring civilian agency Time and Attendance (T&A) clerk for record keeping purposes and the civilian liaison officer (CLO) located in C304 at (245-3922). In case of sick leave, notify the Seminar Chairperson or CLO and the civilian agency T&A clerk. Civilian students will notify their home agency's T&A clerk in order to properly annotate their annual and sick leave records.
7. International Fellows (IF): Requests must be submitted thru the FI/FA to the IF Director for approval located in room A206 (245-4830).
8. **Bottom Line:** An approved pass or leave is not required for normal non-duty periods (weekends, holidays, and periods when there are no scheduled curricular activities). Students may travel away from the local area during non-duty periods without prior approval, provided they are present at the beginning of the next scheduled duty period and the length of departure does not exceed 4 days (students are encouraged to conduct their own risk analysis prior to departure). Students must inform their Seminar Chairperson, Assistant Chairperson, or Facility Advisor (FA), in that order, prior to departure. Any absence beyond 4 days must be covered by an approved leave.
9. POC is the Human Resource Directorate at (DSN 242) 717-245-3416.