



SPECIAL LEAVE ACCRUAL (SLA) COVID-19 FACT SHEET

Marines who served on active duty during 11 March 2020 through 30 September 2020, are authorized to accumulate annual leave in excess of 60 days (SLA) as shown on their September 2020 Leave and Earnings Statement (LES)¹. When combined with other previously earned SLA and accrued leave, the total amount of leave carried over cannot exceed 120 days². SLA earned during FY20 (1 October 2019 – 30 September 2020) may be retained until the end of FY23 (September 2023).

Marines who served on active duty during 1 October 2020 through 30 September 2021, are authorized to accumulate annual leave in excess of 60 days (SLA) as shown on their September 2021 LES³. When combined with other previously earned SLA and accrued leave, the total amount of leave carried over cannot exceed 120 days². SLA earned during FY21 (1 October 2020 – 30 September 2021) may be retained until the end of FY24 (September 2024).

Leave accountability is based on the Last-In-First-Out (LIFO) logic. Marines need to carefully track their Regular Leave and SLA. The below examples will demonstrate changes to the Marines leave balance.

Marines must carefully monitor their leave balance by accessing myPay to review their Leave and Earnings Statement (LES). SLA will appear in the “Remarks” section of the LES.

Marines and Commanders are encouraged to manage, request, and approve leave to provide respite from the work environment.

Commanders will encourage and provide Marines with opportunities to use their leave in the year it is earned.

Any qualifying leave will be automatically restored requiring no action from the Marine or command during October 2021. Restored leave (SLA) will be available for review on the October 2021 LES.

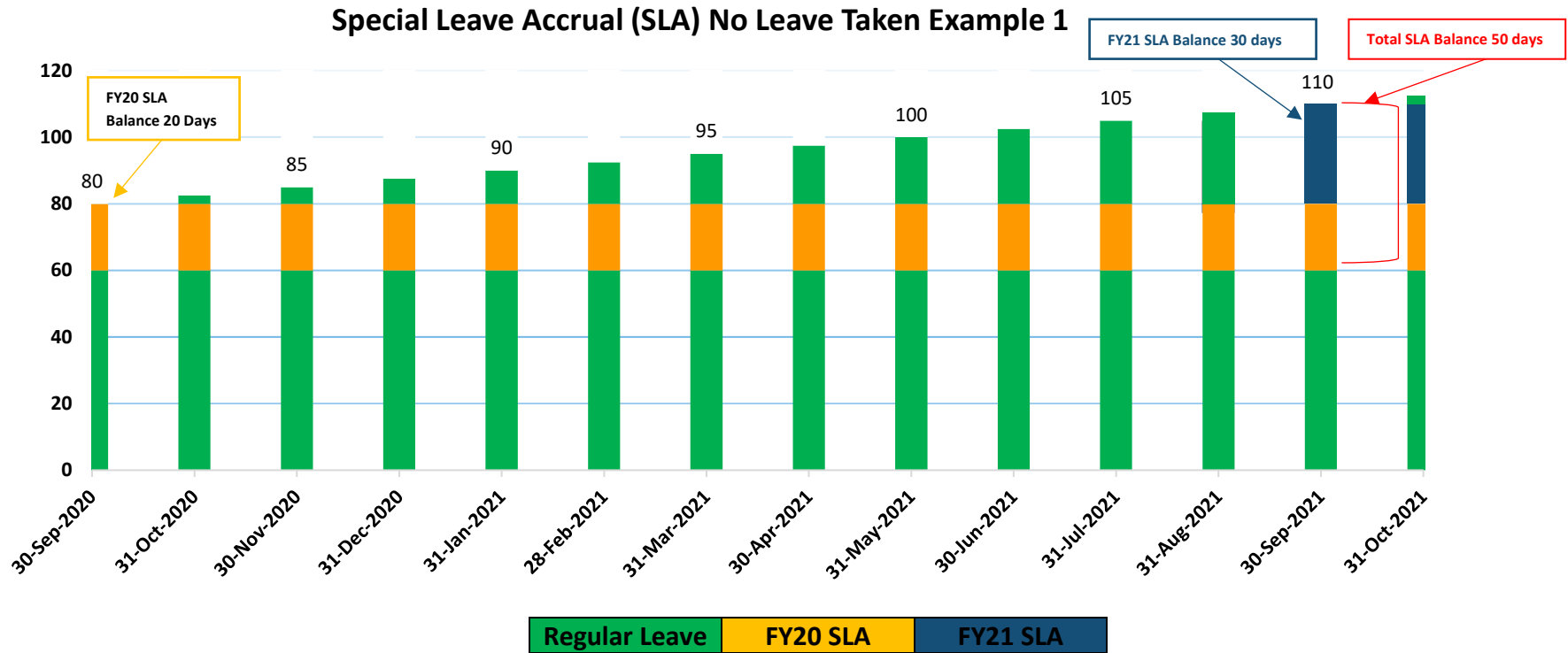
1. [USD Memo](#): Special Leave Accrual dated 16 April 2020

2. [DoD 7000.14-R](#)

3. ASN (M&RA) Memo: Department of the Navy Guidance on Special Leave Accrual Related to Coronavirus Disease 2019 for Fiscal Year 2021



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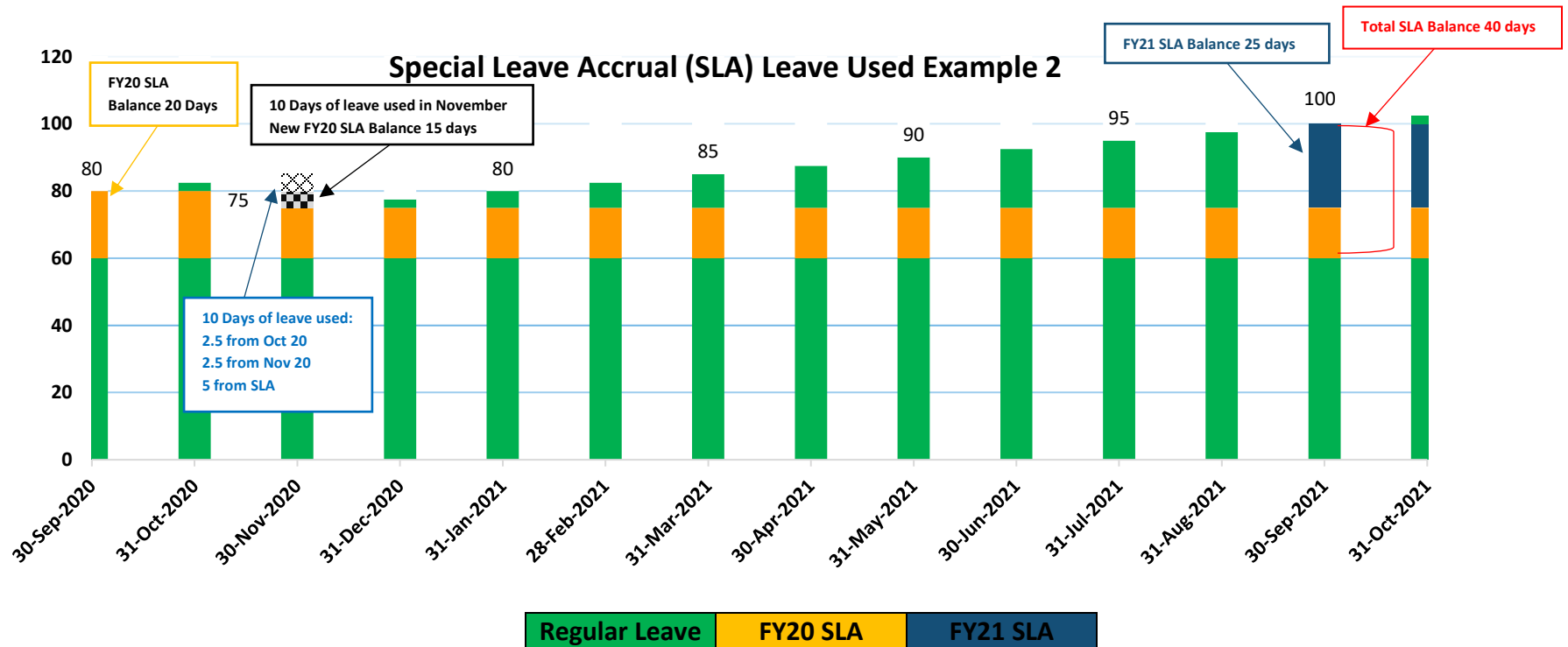


Example 1:

In this example, as a result of the SLA authorization for COVID-19 from FY20, this Marine carried a leave balance of 80.0 days of leave accrued as of 30 September 2020 (20 days above the traditional maximum of 60 days). As such, this established the Marine's SLA balance (i.e. protected leave days) as 20 days. If this Marine does not take leave during FY21, they will have an accrued total of 30 days of annual leave during FY21. On 1 October 2021, this Marine's leave balance will reflect 110 days (the normal 60 day maximum + the OSD authorized SLA from FY20 (20 days) + the ASN (M&RA) authorized SLA from FY21 (30 days)).



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Example 2:

In this example, as a result of the SLA authorization for COVID-19 from FY20, this Marine carried a balance of 80.0 days of leave accrued as of 30 September 2020 (20 days above the normal maximum of 60 days). As such, this established the Marine’s SLA balance (i.e. protected leave days) as 20 days. This Marine took 10 days of annual leave during November 2020; including the 2.5 days accrued each month during October and November, the Marine’s accrued leave balance at the time is 85 days. Using the Last-In-First-Out (LIFO) logic, the Marines leave account was charged as follows:

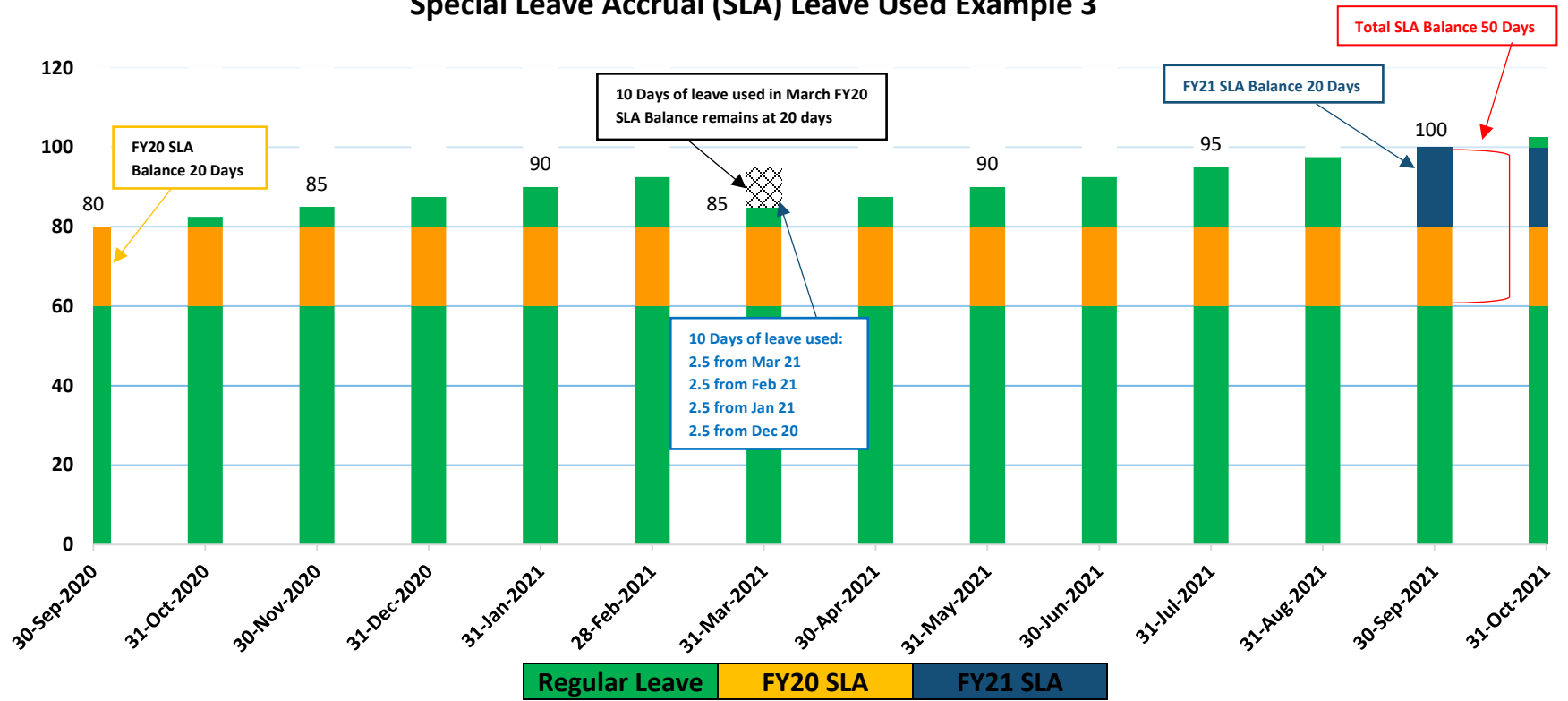
$$\begin{array}{r}
 85 \text{ days (20 which are SLA)} \\
 - 10 \text{ days (2.5 from Oct, 2.5 from Nov, and 5 from SLA)} \\
 \hline
 75 \text{ days leave balance as of 1 Dec (SLA balance} \\
 \text{reduced from 20 to 15 days)}
 \end{array}$$

If this Marine does not take leave for the remainder of FY21, they will have an accrued total of 25 days of annual leave during FY21. On 1 October 2021, this Marine’s leave balance will reflect 100 days (the normal 60 day maximum + the OSD authorized SLA from FY20 (15 days remaining) + the ASN (M&RA) authorized SLA from FY21 (25 days)).



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Special Leave Accrual (SLA) Leave Used Example 3



Example 3:

In this example, as a result of the SLA authorization for COVID-19 from FY20, this Marine carried a balance of 80.0 days of leave as of 30 September 2020 (20 days above the normal maximum of 60 days). As such, this established the Marine’s SLA balance (i.e. protected leave days) as 20 days. This Marine takes 10 days of annual leave during March 2021; including the 2.5 days accrued each month from October 2020 to March 2021 (15 days), the Marine’s accrued leave balance at the time is 95 days. Using the Last-In-First-Out (LIFO) logic, the Marines leave account was charged as follows:

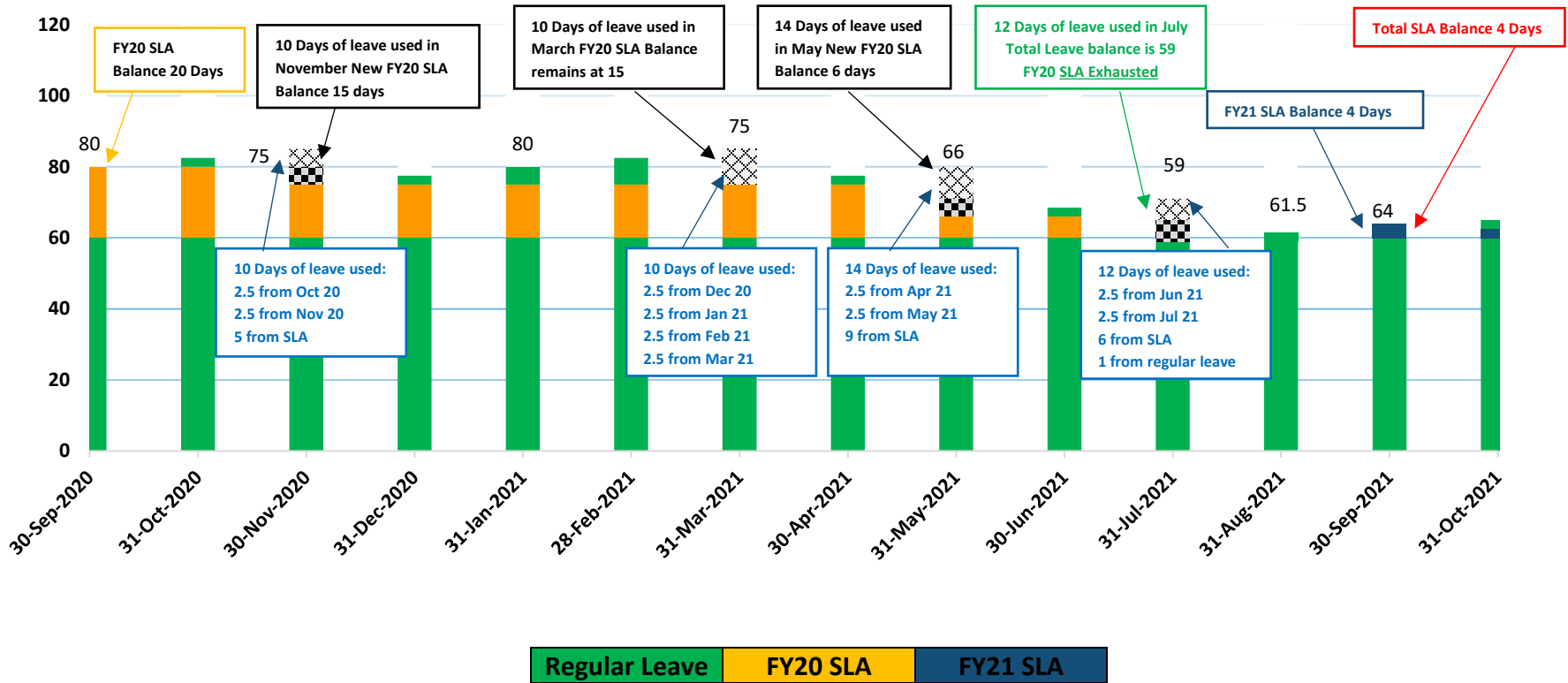
$$\begin{array}{r}
 95 \text{ days (20 which are SLA)} \\
 - 10 \text{ days (subtract the 10 days earned from Dec 20- Mar 21)} \\
 \hline
 85 \text{ days leave balance as of 1 Apr (SLA balance remains 20)}
 \end{array}$$

If this Marine does not take leave for the remainder of the FY21, they will have an accrued total of 15 days of annual leave during FY21. On 1 October 2021, this Marine’s leave balance will reflect 100 days (the normal 60 day maximum + the OSD authorized SLA from FY20 (20 days remaining) + the ASN (M&RA) authorized SLA from FY21 (20 days)).



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Special Leave Accrual (SLA) Leave Used Example 4



Example 4:

This Marine uses leave multiple times throughout FY21, and when the total leave balance becomes 59 days in July, their FY20 SLA is exhausted. This Marine does not take leave during August – September and accrues 2.5 days of leave per month (5 total days). On 1 October 2021, this Marine’s leave balance will reflect 64 days (the normal 60 days maximum + the ASN (M&RA) authorized SLA from FY21 (4 days)).