



DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

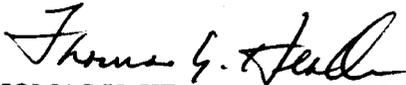
8 Mar 04

MEMORANDUM FOR SQUADRON PERSONNEL

FROM: 367 RCS/CC
3990 East Bijou Street
Colorado Springs CO 80909-6806

SUBJECT: Military Leave Policy

1. No one can be successful at work if they don't take leave periodically to "recharge their batteries". It is also important to properly project leave to avoid losing leave at the end of the fiscal year.
2. It is never too early to look ahead and plan to take leave when you can truly enjoy the time off. By planning, you can have a more enjoyable leave and the squadron can still accomplish the mission through a predictable number of absences each month.
3. Recruiters will be given a goal break to make sure leave periods can be the relaxing stress relievers they are designed to be.
4. Air Force policy dictates that members cannot depart for leave without a completed leave form. I have directed the squadron leave monitors to strictly enforce this policy. Don't wait until the day before you depart to submit a leave form to your supervisor.
5. For the purposes of leave, the "local area" is defined as the place of residence or home from which the member commutes to the duty station on a daily basis. Members must be physically present in the local area to begin and end leave, unless the member is TDY and the TDY orders reflect leave status. Members may travel as they desire during off-duty time. However, travel plans must return the member to the local area before the start of duty. If the member is detained, and is unable to perform duty, all time spent outside the local area will be charged as leave.
6. Flight chiefs/commanders or the squadron commander for appropriate reasons may issue official passes. Passes may be for 1, 2, or 3 days. All members will ensure their supervisor is able to contact them in case of an emergency or recall.
7. I take the leave program very seriously. Supervisors will ensure adequate time is available for members to take leave. I ask each squadron member to plan ahead and not only take quality leave, but make sure you don't lose leave as well!


THOMAS Y. HEADEN, Lt Col, USAF
Commander