EMAIL TEMPLATE FOR LEAVE ACTIONS

Please use this template when contacting PPC to process a member's lump sum leave (LSL) or adjust a member's leave balance. The template requires the following information:

Attach a SPO created Comprehensive SPO leave audit worksheet with computations that validates and explains the leave discrepancy. This document is created by the SPO preferably using MS Excel or MS Word. NOTE:  SPO Leave Discrepancy Audit requests that do not contain a comprehensive SPO audit worksheet will be closed by PPC with no action. [**Here is an example Leave Audit Spreadsheet to work from.**](https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/MAS/WORKSHEETS/LeaveAuditExample.xlsx?ver=2019-08-23-125257-153)

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The template requires the following information:

1. Attached Leave audit document.

2. Member's Name:

3. Member's EMPLID:

4. Member's Unit:

5. Responsible SPO:

6. Name and EMPLID of the SPO Auditor:

7. Action Requested: Process Lump Sum Leave (LSL) sell ##.# days.

8. Action Requested: Process Leave balance adjustment to add -OR- deduct [CHOOSE ONE] ##.# days.

9. Affected date range: MM/DD/YYYY to MM/DD/YYYY.

10. Number of Leave days earned (during the affected date range): ##.# days.

11. Number of Leave days used (during the affected date range): ##.# days.

12. Number of Leave days sold (during the affected date range): ##.# days.

13. List of dates for any Leave days canceled / denied:

14. Verify Leave Accumulator in Global Pay:  LEAVE ENT\_BAL adjustment before changes XX on Calendar Group IDCXXXXX

15. Verify Leave Accumulator in Global Pay:  LEAVE ENT\_BAL adjustment after changes XX on Calendar Group IDCXXXXX (updates overnight)

16. Attached Career Intentions Worksheet (CG-2045) - MUST have MBR & CMD valid signatures on or before the effective date of the transaction (i.e., separation, RELAD, EXT, REN, etc.).

17. Details: (Example: On MM/DD/YYYY, SPO approved...Short-Term RSV Orders ending MM/DD/YYYY, Contract ####, Separation effective MM/DD/YYYY, etc. Please see attached Career Intentions Worksheet [must have MBR & CMD valid signatures on or before the effective date of the transaction].)​