

# Lump Sum Leave (LSL) Sale Overview

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**Introduction** This guide provides an overview for the Lump Sum Leave Sale process.

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**References** Access the following user guides for specific procedures for Lump Sum Leave Sale on the [P & D Direct Access User Guides](#) webpage:

- Contract Data - Reenlistment
  - Discharge – End of Enlistment
  - Discharge with Separation Request
  - RELAD – AD to SELRES or IRR
  - RELAD with Sep Request
  - Reserve Active Duty Orders Processing
  - Resuming Retirement for a Recall Retired (Ret-1) Member
  - Retirement Orders
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**Before you Begin** To sell leave, a member **MUST** submit a Career Intentions Worksheet (CIW) - [CG-2045](#) prior to (separation, extension, reenlistment, retirement, RELAD) and have Command Approval from their chain-of-command.

Leave can be carried over across different Uniformed Service Components (i.e. Coast Guard to Coast Guard Reserve; Marine Corps to Coast Guard; and vice versa, etc.); subject to the limitations in [Military Assignments and Authorized Absences, COMDTINST M1000.8 \(series\), Ch.2.A.15](#).

**NOTE: Any lump sum leave trouble tickets will be closed if PPC discovers that the leave sale is not recorded on the Reserve Orders or the number of days on the CIW does not match what's in DA.**

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**Known Issue** DA does not credit 2.5 days of leave if the orders are exactly 30 days or the member is on back to back consecutive orders where each order is less than 30 days individually but combined equal 30 days. SPOs will need to submit a ticket to PPC so it can be adjusted. When submitting the tickets, MAS requests that they use the “Leave Actions” template found on the [PPC \(MAS\)](#) portal page.

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## Lump Sum Leave (LSL) Sale Overview, Continued

### LSL Sale for Separating Members

If a member wishes to sell leave when separating from the Coast Guard, any remaining **Leave Balance** (subject to the career maximum) on the Leave Information tab of the Separation Orders will be automatically sold and included in the member's final pay.

**NOTE:** Do NOT enter Lump Sum Leave sale days in the **Total to Carry Over (Days)** box. The system will automatically sell the remaining balance after any terminal leave is deducted.

Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information
<b>Horatio Magellan Crunch</b>		Empl ID: 1234567	Empl Record: 0		
Trans ID: 2905926	Order Action: <input type="text"/>	Order Begin Date: 02/11/2024	Order Type: Separation	<input type="button" value="Go"/>	
Order End Date: 02/12/2024	Order Status: Authorized				
<b>Leave Balances</b>					
Leave Balance:	18.000000	Cumulative Sold Leave:	0.000000		
<b>Leave Disposition</b>					
Total to Carry Over (Days):	<del>30</del>	Terminal Leave Begin:	01/15/2024		
Terminal Leave (Days):	28.0	Terminal Leave End:	02/11/2024		
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>
		<input type="button" value="Include History"/>	<input type="button" value="Correct History"/>		

### LSL Sale for Reenlisting Members

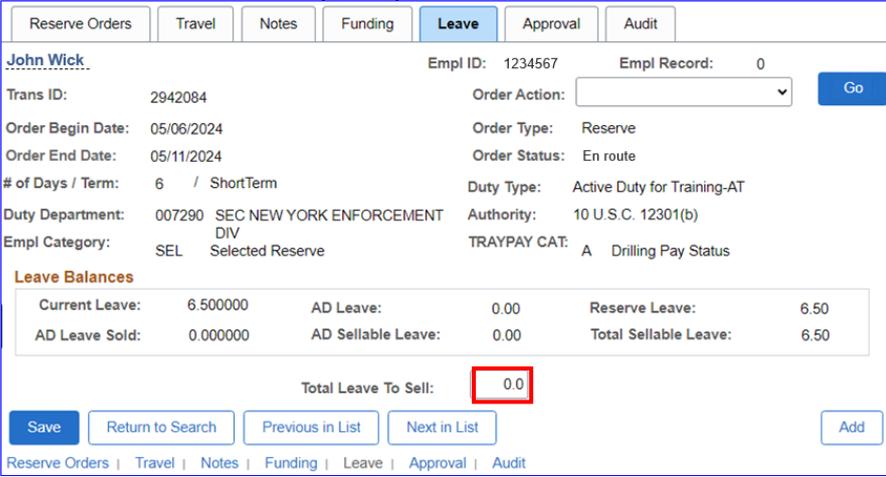
If a member wishes to sell leave when reenlisting with the Coast Guard, the **Total Leave to Sell (Days)** must be entered in the Leave Disposition section of the Contract Leave tab within Contract Data.

Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates
<b>Bruce Banner...</b>		Person ID 1234567		
<b>Contract Data</b>				
Contract Number: 0003	Begin Date: 10/15/2023	Contract Status: Active		
<b>Leave Balances</b>				
Leave Balance:	3.000000	Cumulative Sold Leave:	58.000000	As of: 10/31/2023
<b>Contract Type</b>				
Effective Date:	10/15/2023	Contract Type: REN Reenlistment		
<b>Leave Disposition</b>				
Total Leave to Sell (Days):	<input type="text"/>			
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>	<input type="button" value="Previous in List"/>	<input type="button" value="Next in List"/>
		<input type="button" value="Notify"/>	<input type="button" value="Add"/>	<input type="button" value="Update/Display"/>
		<input type="button" value="Include History"/>	<input type="button" value="Correct History"/>	

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## Lump Sum Leave (LSL) Sale Overview, Continued

**LSL Sale for Reserve Orders** If a Reserve member wishes to sell leave upon completion of their Active Duty Orders, the type of the orders will determine the course of action.

If...	Then
<p>The member is on short-term orders</p>	<p>The LSL sale should be documented in the <b>Total Leave To Sell</b> box on the Leave tab of the Reserve Orders. A trouble ticket must also be submitted for <b>PPC to manually sell the leave</b>. Any leave not entered will automatically carry over for future Reserve AD Orders.</p>  <p>The screenshot shows the 'Leave' tab of the Reserve Orders system. The employee name is John Wick, and the Empl ID is 1234567. The order details include: Trans ID: 2942084, Order Begin Date: 05/06/2024, Order End Date: 05/11/2024, # of Days / Term: 6 / ShortTerm, Duty Department: 007290 SEC NEW YORK ENFORCEMENT DIV, Empl Category: SEL Selected Reserve, Order Type: Reserve, Order Status: En route, Duty Type: Active Duty for Training-AT, Authority: 10 U.S.C. 12301(b), and TRAYPAY CAT: A Drilling Pay Status. The 'Leave Balances' section shows: Current Leave: 6.500000, AD Leave: 0.00, Reserve Leave: 6.50, AD Leave Sold: 0.000000, AD Sellable Leave: 0.00, and Total Sellable Leave: 6.50. The 'Total Leave To Sell' field is highlighted with a red box and contains the value 0.0.</p>
<p>The member is on long-term orders</p>	<p>The SPO must complete a RELAD and the LSL will be sold from the Separation Orders as explained above.</p>