## Lump Sum Leave (LSL) Sale Overview

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

### 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

### 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.

### 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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**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.

**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.

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**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.

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<thead>
<tr>
<th>If…</th>
<th>Then</th>
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<tbody>
<tr>
<td>The member is on short-term orders</td>
<td>The LSL sale should be documented in the <strong>Total Leave To Sell</strong> box on the Leave tab of the Reserve Orders. A trouble ticket must also be submitted for PPC to manually sell the leave. Any leave not entered will automatically carry over for future Reserve Active Duty Orders.</td>
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<tr>
<td>The member is on long-term orders</td>
<td>The SPO must complete a RELAD and the LSL will be sold from the Separation Orders as explained above.</td>
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