

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
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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.

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.

Continued on next page

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.

The screenshot shows the 'Leave Information' tab for a separation order. The member is Sheldon Cooper, Empl ID: 1234567, Empl Record: 0. The order is for separation, with a status of 'Finished'. The 'Leave Balances' section shows a Leave Balance of 21.000000 and a Cumulative Sold Leave of 21.000000. The 'Leave Disposition' section shows a Total to Carry Over (Days) of 0 (indicated by a red X over the input field) and Terminal Leave (Days) of 48.0. The terminal leave period is from 04/02/2019 to 05/19/2019. Navigation buttons include Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.

LSL Sale for Reenlisting Members

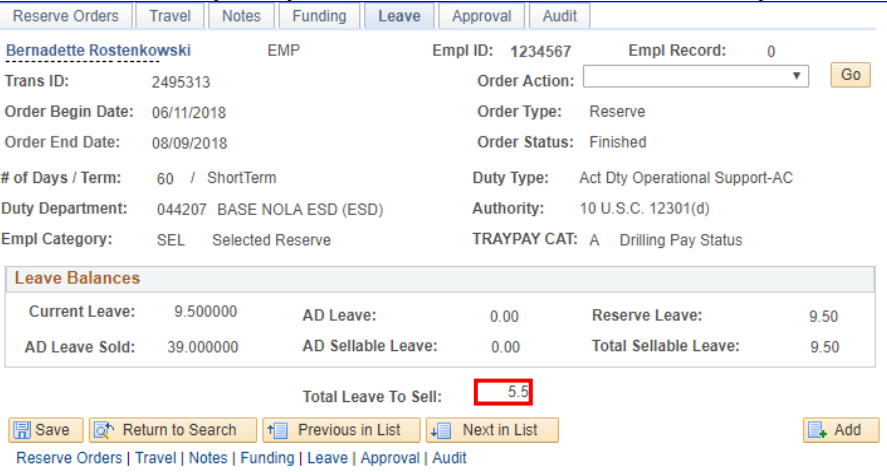
If a member wishes to sell leave when reenlisting with the Coast Guard, the **Total Leave to Sell (Days)** must be entered in the Leave Disposition section of the Contract Leave tab within Contract Data.

The screenshot shows the 'Contract Leave' tab for Penny Hofstadter's contract data. The contract number is 0003, with a begin date of 07/01/2013 and an active status. The 'Leave Balances' section shows a Leave Balance of 83.500000 and a Cumulative Sold Leave of 1.500000 as of 05/31/2019. The contract type is 'EXT' (Extension), effective from 07/01/2019. The 'Leave Disposition' section shows a Total Leave to Sell (Days) of 10. Navigation buttons include Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and 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 Total Leave To Sell 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.</p>  <p>The screenshot shows the 'Leave' tab of the Reserve Orders system for member Bernadette Rostenkowski. It displays various fields including Trans ID, Order Begin/End Dates, # of Days / Term, Duty Department, and Empl Category. A 'Leave Balances' table is visible with the following data:</p> <table border="1"> <thead> <tr> <th colspan="4">Leave Balances</th> </tr> </thead> <tbody> <tr> <td>Current Leave:</td> <td>9.500000</td> <td>AD Leave:</td> <td>0.00</td> </tr> <tr> <td>AD Leave Sold:</td> <td>39.000000</td> <td>AD Sellable Leave:</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td>Reserve Leave:</td> <td>9.50</td> </tr> <tr> <td></td> <td></td> <td>Total Sellable Leave:</td> <td>9.50</td> </tr> </tbody> </table> <p>Below the table, the 'Total Leave To Sell:' field is set to 5.5, which is highlighted with a red box. Navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Add' are also visible.</p>	Leave Balances				Current Leave:	9.500000	AD Leave:	0.00	AD Leave Sold:	39.000000	AD Sellable Leave:	0.00			Reserve Leave:	9.50			Total Sellable Leave:	9.50
Leave Balances																					
Current Leave:	9.500000	AD Leave:	0.00																		
AD Leave Sold:	39.000000	AD Sellable Leave:	0.00																		
		Reserve Leave:	9.50																		
		Total Sellable Leave:	9.50																		
<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>																				