

# 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.

Sheldon Cooper      Empl ID: 1234567      Empl Record: 0

Trans ID: 2521322      Order Action:

Order Begin Date: 05/18/2019      Order Type: Separation

Order End Date: 05/19/2019      Order Status: Finished

**Leave Balances**

Leave Balance: 21.000000      Cumulative Sold Leave: 21.000000

**Leave Disposition**

Total to Carry Over (Days): ~~0~~      Terminal Leave Begin: 04/02/2019

Terminal Leave (Days): 48.0      Terminal Leave End: 05/19/2019

Separation Details | Additional Info | Order Information | Order Travel | Order Notes | Leave Information | Order Approval | Order Funding | Order Audit

### 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.

Penny Hofstadter      Person ID 1234567

Contract Data

Contract Number 0003      Begin Date 07/01/2013      Contract Status Active

**Leave Balances**

Leave Balance: 83.500000      Cumulative Sold Leave: 1.500000      As of: 05/31/2019

**Contract Type**

Effective Date: 07/01/2019

Contract Type: EXT      Extension

**Leave Disposition**

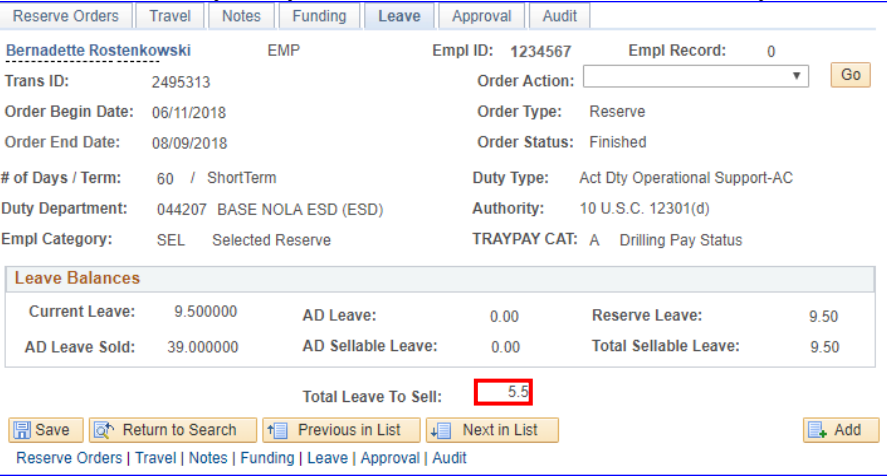
Total Leave to Sell (Days): 10

Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit

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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 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. It displays employee information for Bernadette Rostenkowski (EMP, Empl ID: 1234567). Key details include: Trans ID: 2495313, Order Begin Date: 06/11/2018, Order End Date: 08/09/2018, # of Days / Term: 60 / ShortTerm, Duty Department: 044207 BASE NOLA ESD (ESD), and Empl Category: SEL Selected Reserve. A 'Leave Balances' table is shown 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 for Save, Return to Search, Previous in List, Next in List, and Add are visible at the bottom of the interface.</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>																				