

# Understanding My Payslip Leave Summary

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**Introduction** This guide provides an understanding and field descriptions of the My Payslip Leave Summary and information concerning Special Leave Accrual (SLA).

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**Reserve Leave Balance** **NOTE: Reserve Leave balance is NOT IN ADDITION TO the Active Duty Leave balance.**

Throughout the years of Beta testing and revisions of the previous reserve policy, the Reserve Leave Balance located in the member's Accumulators and Payslip should be ignored. Leave that is accumulated while on Orders is combined with their Regular Leave Earned while on Active Duty. Unfortunately, we are unable to modify displays at this time.

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## Leave Summary

The **Leave Summary** is located in the lower section of the Payslip.

<b>LEAVE SUMMARY</b>	
Begin Regular Leave Balance	80.0
+ Regular Leave Earned	2.5
- Regular Leave Used	0.0
- Regular Leave Lost	0.0
- Regular Leave Sold	0.0
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End Regular Leave Balance	82.5
End Reserve Leave Balance	0.0
End Combat Exempt Balance	0.0
End Special Leave Carryover Balance	23.0
Regular Leave Sold (Career-to-date)	60.0

### Field Descriptions

Field	Description
<b>Begin Regular Leave Balance</b>	<p>This is the current month's starting leave balance. This should match up to the End Regular Leave Balance from the prior month's Payslip.</p> <p>See your P&amp;A Shop if:</p> <ul style="list-style-type: none"> <li>• The Begin Regular Leave Balance does not match, and you are unaware of a manual adjustment by PPC.</li> <li>• You need the most current/accurate leave balance.</li> </ul> <p><b>Note 1:</b> It is important to be aware of the Fiscal Year (FY) leave carry over limitation policy that could reduce the leave balance to 60 days on 1 OCT of each year. See Regular Leave Lost.</p> <p><b>Note 2:</b> Special Leave Accrual (SLA) days are included in the Regular Leave Balance/End Regular Leave Balance until they are used or expire. See End Special Leave Carryover Balance and the <b>Special Leave Allowance</b> section of this guide for more information regarding SLA.</p>
<b>Regular Leave Earned</b>	This is the amount of leave you earned during the pay period covered by this Payslip.

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**Leave Summary**, Continued

**Field**  
**Descriptions,**  
 continued

<b>Field</b>	<b>Description</b>
<b>Regular Leave Used</b>	This is the number of days of leave charged during the pay period covered by this Payslip. Depending on when your leave was approved in Direct Access (DA), the leave dates charged could be from prior pay periods. <b>Example:</b> Payslip for period 2/1/22 to 2/15/22 could show leave for 1/18/22, even though that date is not within the Payslip period.
<b>Regular Leave Lost</b>	This number indicates any leave days lost at the beginning of a new FY (10/1/YY). This normally only appears on your Mid-October Payslip each year (if applicable).
<b>Regular Leave Sold</b>	This is the number of leave days sold during the covered pay period. The actual sale of the leave could have taken place during a prior pay period. <b>Example:</b> Current Payslip is for 10/1/22 to 10/15/22 but the actual sale took place upon re-enlistment on 9/18/22.
<b>End Regular Leave Balance</b>	This is calculated by adding the Begin Regular Leave Balance and the Regular Leave Earned; then subtracting any Regular Leave Used, Regular Leave Lost, and Regular Leave Sold. If your End Regular Leave Balance does not match this and you are unaware of a manual adjustment by PPC, please contact your P&A Office for further review.  <b>NOTE:</b> Special Leave Accrual (SLA) days are included in the Regular Leave Balance/End Regular Leave Balance until used. See End Special Leave Carryover Balance.
<b>End Reserve Leave Balance</b>	This is the amount of leave a Reserve member has earned while on Active Duty for 30 or more consecutive days but not more than 365 consecutive days, or on Active Duty for contingency orders. When a Reserve member uses leave, this amount will be lowered by the number of days used. Reserve members on qualifying Active Duty will earn Reserve leave at a rate of 2.5 days per month. If the Reserve member earns leave during the period covered by the current Payslip, the amount earned will be added to the End Reserve Leave Balance. <b>NOTE:</b> Reserve Leave balance is NOT IN ADDITION TO the Active Duty Leave balance. Throughout the years of Beta testing and revisions of the previous reserve policy, the Reserve Leave Balance located in the member's Payslip <b>should be ignored.</b>

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## Leave Summary, Continued

Field  
Descriptions,  
continued

<b>Field</b>	<b>Description</b>
<b>End Combat Exempt Balance</b>	This is the amount of Combat Exempt Leave days that are available. When you use leave, this amount will be reduced by the number of days used. Members in a qualified zone will earn Combat Exempt Leave at the rate of 2.5 days per month. If a member earns this type of leave during the period covered by the Payslip, the amount earned will be added to the End Combat Exempt Balance. These are not additional days of leave they are the same leave normally accrued but are tax exempt.
<b>End Special Leave Carryover Balance</b>	This is the total number of days of Special Leave Accrual (SLA) you have. SLA Leave days are included in the Regular Leave Balance/End Regular Leave Balance. SLA Leave days expire. Contact your P&A office to find out the expiration date (year) for any SLA you have (See the SLA section of this guide).  <b>NOTE:</b> SLA is only updated <b>once a year</b> during the End of FY processing. For example, if this member used all 23 days of their SLA in Feb 2023, they would not see the End Special Leave Carryover Balance reflect zero until their mid-month October 2023 Payslip.
<b>Regular Leave Sold (Career-to-Date)</b>	Number of days a member has sold during their career. This is limited to a career total of 60 days.

## Special Leave Accrual (SLA)

**Reference** (a) [DoD Instruction 1327.06](#) Incorporating Change 5, August 25, 2023  
 (b) [Military Assignments and Authorized Absences, COMDTINST M1000.8A](#) (series)

### Questions & Answers

Question	Answer
Who is authorized SLA?	Members whose assignments meet the criteria in Chapter 2 of reference (b).
When is SLA credited?	SLA is normally credited during April of the following year. <b>Example:</b> Leave lost on 09/30/22 will normally be credited back to the leave balance during April 2023.
How does SLA affect my leave balance?	SLA Leave days are stored in the Regular Leave Balance; however, to manage SLA, the system uses “buckets” for each respective Fiscal Year (FY). These “buckets” contain no leave but do contain the number of leave days included in your current Regular Leave Balance that are protected from loss due to the 60 days maximum leave carry over from one FY to the next FY.
How do I use my SLA?	Members earn 30 days of leave per FY. Used leave is first deducted from the current FY 30 days of leave, <b>no matter what month within the current FY the leave is used</b> . Leave is then deducted from other categories (i.e., SLA) only after the 30 days of current FY leave is depleted. In other words, the precedence for deducting leave is to first deplete 30 days of current FY leave, then SLA. Any leave taken or sold above the 30 days earned in the current FY will be charged as SLA.  <b>Example:</b> It is 1/1/23 and I have 10 days of SLA that expires on 9/30/23. I must use all 30 days of my FY23 leave before my SLA leave balance can be used. I must then use another 10 days of leave before 9/30/23 to ensure I use my SLA before it expires. So, I could take 40 days of leave 1/1/23 through 2/19/23 and that would use all my 30 days current FY23 leave and then the 10 days of SLA. It does not matter that JAN/FEB are only the 4 <sup>th</sup> /5 <sup>th</sup> months into FY23, I must still use 30 days of my FY23 leave before my SLA can be used.
When does my SLA expire?	Expiration of SLA depends on the type of duty performed to earn the SLA. Qualifying duty and expiration dates are determined in accordance with references (a) and (b). Your P&A office can look up the expiration of any periods of SLA.
Can SLA be sold back?	There is the option for a one-time 30 days SLA sell back for enlisted members who would lose leave in excess of 90 days. This option can be exercised only once and will count toward the maximum leave sell back of 60 days over a career.