SOFTWARE & TECH

Ar 600 8 10 Leaves And Passes

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Understanding AR 600-8-10: Leaves and Passes in the U.S. Army

For soldiers, the ability to take time away from duty is not just a privilege—it is a critical component of readiness, morale, and work-life balance. The official document that governs all leave and pass policies for the U.S. Army is **AR 600-8-10 Leaves and Passes**. This regulation provides a comprehensive framework outlining how soldiers can request, accrue, and use leave, as well as the conditions under which passes are granted. Whether you are a new recruit, a seasoned non-commissioned officer, or a commander, understanding **Ar 600 8 10 Leaves And Passes** is essential for ensuring compliance and making the most of authorized time off.

This article explores the key provisions of AR 600-8-10, explains the differences between leave and passes, details the types of leave available, and offers practical guidance on navigating the approval process. By the end, you will have a firm grasp of the regulation's purpose, limitations, and benefits—all presented in a clear, reader-friendly manner.

What Is AR 600-8-10 Leaves and Passes?

AR 600-8-10 is an Army regulation that establishes policy for leaves and passes for all Active Army, Army National Guard, and U.S. Army Reserve soldiers. The document replaced earlier versions and consolidated guidance to streamline procedures. Its official title is "Leaves and Passes," and it is part of the larger AR 600 series covering personnel—general. The regulation sets standards for when a soldier may be absent from duty, how leave is accrued, and the responsibilities of both soldiers and commanders in managing time off.

The primary goals of **Ar 600 8 10 Leaves And Passes**include ensuring equitable treatment, maintaining unit readiness, and allowing soldiers to attend to personal matters without jeopardizing military obligations. The regulation covers everything from annual leave (often called "chargeable leave") to emergency leave, convalescent leave, and various types of passes.

Key Differences: Leave vs. Pass

Before diving into specific provisions, it is useful to clarify the two main categories of absence under the regulation:

- Leave – An authorized absence from duty that is charged against a soldier's accrued leave balance. Leave can be for personal reasons, vacation, emergency, or medical recovery. It requires formal request and approval via the Leave and Earnings Statement (LES) system (e.g., through the Defense Travel System or unit forms). Leave is compensable – soldiers continue to receive pay and allowances.
- Pass – A short, non-chargeable absence typically granted for a few days (often a weekend or holiday). Passes are not deducted from accrued leave. They are used for local absence and are subject to unit policy. Soldiers do not require a leave approval request; they simply coordinate with their chain of command.

Both are essential tools, but they serve different purposes. Understanding when to request a pass versus submitting a leave packet can save time and administrative headaches.

Types of Leave Under AR 600-8-10

Ar 600 8 10 Leaves And Passesrecognizes several categories of leave. Below are the most common types, along with key conditions.

Annual Leave (Chargeable Leave)

Annual leave is the most frequent type of leave used by soldiers. It is accrued at a rate of 2.5 days per month (30 days per year). Soldiers can carry over up to 60 days of unused leave into the next fiscal year, though exceptions exist for those deployed or in certain operational statuses. Annual leave can be used for vacation, family visits, personal business, or any purpose not covered by other leave types. Requests must be submitted in advance and approved by the commander. The regulation emphasizes that annual leave should be scheduled to avoid mission impact.

Emergency Leave

Emergency leave is granted for urgent situations such as the serious illness or death of an immediate family member (spouse, children, parents, or siblings). It is charged to the soldier's annual leave account unless regulatory exceptions apply (e.g., certain special circumstances may allow disaster leave). The regulation outlines documentation requirements, such as verification from a Red Cross message or official notification. Commanders are directed to approve emergency leave as quickly as possible.

Convalescent Leave

When a soldier is recovering from a medical procedure, injury, or illness, a commander may authorize convalescent leave. This type of leave is non-chargeable (it does not deduct from annual leave) but must be recommended by a medical doctor. The maximum duration is typically 30 days, although longer periods may be approved by higher medical authorities. The soldier is expected to return to duty upon expiration unless further evaluation is needed. During convalescent leave, soldiers remain in a designated status and must report any changes in condition.

Special Leave (R&R)

Rest and Recuperation (R&R) leave is granted to soldiers serving in qualifying overseas tours, typically deployments. It is non-chargeable leave that allows soldiers a short break from a combat or hardship assignment. The number of days and eligibility are specified in deployment orders or theater policies. R&R leave is separate from annual leave and must be coordinated with redeployment plans. The regulation emphasizes that R&R should not be denied without compelling operational reasons.

Permissive (PTDY) Leave

Permissive Temporary Duty (PTDY) is a non-chargeable absence authorized for specific purposes, such as house hunting during a Permanent Change of Station (PCS), attending a wedding as a participant, or participating in professional development. PTDY is limited to 10 days per PCS move (more under certain circumstances) and must be approved in advance. The regulation clearly states that PTDY is not leave and does not accrue; it is an administrative absence that does not affect pay.

Leave in Conjunction with PCS

When a soldier receives orders to a new duty station, they may take chargeable leave en route (i.e., while traveling) or at the new location. The **Ar 600 8 10 Leaves And Passes**regulation provides guidance on how to combine leave with relocation. For example, soldiers may be authorized to take up to 30 days of chargeable leave immediately before or after a PCS. This helps reduce the leave balance and eases the transition. The regulation also covers transportation entitlements and per diem during such leave periods.

Passes: Flexibility Without Deducting Leave

Passes are a valuable tool for soldiers who need short, local time off. Under AR 600-8-10, passes are typically granted for weekends, holidays, or special events. They are not charged against leave and do not require a formal leave request. However, passes are still subject to unit policies and operational needs. Common types include:

- Regular Pass – For weekend or local absence (e.g., Friday afternoon to Monday morning).
- Extended Pass – Up to 4 consecutive days, often used over holidays. Extended passes require a DA Form 31 (leave request) but are processed differently to avoid leave charge.
- Special Pass – For one-time events such as a family emergency (non-critical) or personal ceremony. Authorization rests with the commander.

Passes are not guaranteed; they are granted based on unit schedule, mission, and individual performance. The regulation encourages commanders to use passes as a reward for excellent performance and to promote morale. Soldiers should always coordinate with their immediate supervisor before assuming a pass is approved.

Requesting Leave Under AR 600-8-10

Submitting a leave request follows a standard process outlined in the regulation. The key steps:

1. Determine eligibility – Soldiers must have sufficient accrued leave (for chargeable leave) or meet the conditions for non-chargeable leave (e.g., medical convalescence).
2. Complete DA Form 31 – The “Request for Leave” form provides details: dates, type of leave, destination, contact information, and emergency contact. Many units now use electronic systems (e.g., Army Leave Module in MyPay).
3. Submit to the appropriate approval authority – The regulation specifies who can approve leave based on duration and type. For example, any commander may approve up to 30 days of annual leave for a soldier in their unit, but leave over 30 days requires higher echelon approval.
4. Receive confirmation – Once approved, the soldier signs the form and the leave is recorded in the unit’s personnel system. The soldier is required to notify their chain of command upon departure and return.

Important Considerations for Approval

- Soldier readiness: Commanders must consider whether the soldier’s absence will impact training, deployment, or unit duties. The regulation allows commanders to deny or delay leave for compelling mission reasons, but such decisions should be documented.
- Leave balance verification: Soldiers cannot request leave that would cause a negative leave balance (except for advance leave under specific conditions). AR 600-8-10 allows commanders to grant up to 30 days advance leave in exceptional circumstances, requiring repayment through subsequent accruals.
- Block leave periods: Units often have designated block leave periods (e.g., summer, winter holidays) during which maximum personnel are encouraged to take leave. Commanders may restrict leave outside those windows during high-operational tempo.

Chargeable vs. Non-Chargeable Leave: What’s the Difference?

Understanding this distinction is central to **Ar 600 8 10 Leaves And Passes**. Chargeable leave deducts from a soldier’s annual leave accrual. Non-chargeable leave does not. Common examples of non-chargeable leave include:

- Convalescent leave (medical recovery)
- R&R during deployment
- PTDY (permissive temporary duty)
- Ordinary pass (up to 4 days, not charged)
- Special pass as authorized by regulation

Non-chargeable leave effectively extends a soldier's time off without reducing their annual leave balance. However, such leave is generally more restrictive in purpose and duration. It is critical for soldiers to track their leave balance on their monthly Leave and Earnings Statement to avoid overuse. The regulation mandates that commanders periodically review leave balances and counsel soldiers who accumulate excessive leave (over 60 days).

Special Circumstances and Operational Exceptions

The regulation also addresses unique situations that may arise:

- Involuntary leave: In some cases, a soldier may be placed on involuntary leave due to pending administrative actions, medical evaluations, or command-directed rest. Such leave is chargeable if the soldier has a balance; otherwise it may be processed as emergency or convalescent leave.
- Leave during deployment: Deployed soldiers generally do not accrue leave at the same rate (or may be placed in a non-leave earning status). Theater guidance dictates eligibility for R&R. The regulation provides a framework but defers to combatant commander policies.
- Dual military couples: Soldiers married to other service members may request leave together. The regulation encourages commanders to grant simultaneous leave when it does not hinder readiness. For dual couples in different units, coordination is needed.
- Overseas and remote assignments: Soldiers stationed overseas may have additional restrictions due to visa requirements, transportation availability, or currency restrictions. AR 600-8-10 allows commanders to approve leave to the host nation or other countries, but custom clearance and foreign leave requirements must be satisfied.

Accountability and Reporting

Soldiers are responsible for accurate reporting of their leave. Overstaying leave (failure to return on time) is regarded as being absent without leave (AWOL) and can result in disciplinary action, loss of pay, and criminal charges. The regulation emphasizes that soldiers who anticipate a delay in returning

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