



SECRETARY OF THE AIR FORCE  
WASHINGTON

21 JUL 2021

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CC  
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SUBJECT: Department of the Air Force (DAF) Guidance on Special Leave Accrual (SLA)  
Related to Coronavirus Disease 2019 (COVID-19) for Fiscal Year (FY) 2021

References: (a) Department of the Air Force Guidance on Special Leave Accrual (SLA) Related to Coronavirus Disease 2019 (COVID-19), 2 September 2020  
(b) DoDI 1327.06 *Leave and Liberty Policies and Procedures*, 16 June 2009, Incorporating Change 4, Effective, 15 January 2021  
(c) AFI 36-3003, *Military Leave Programs*, 7 April 2021  
(d) Department of Defense, Financial Management Regulation (DoD FMR), Volume 7 Chapter 35  
(e) 10 U.S.C. § 701, *Entitlement and accumulation*  
(f) 10 U.S.C. § 12602, *Members of Army National Guard of United States and Air National Guard of United States: credit for service as members of National Guard*

Rest and recuperation are vital to morale, unit and personal performance, and overall motivation for Airmen and Guardians. The DAF recognizes the importance to provide opportunities for its service members to use their earned leave in the year it was earned and provide respite from the work environment.

Although many COVID-19-related travel restrictions are lifted, many DAF Service members, through no fault of their own, have found it difficult to manage and reduce their individual leave balances to no more than 60 days by 30 September 2021, in accordance with Section 701 of Title 10, United States Code (10 U.S.C. § 701).

Effective 1 October 2020 through 30 September 2021, and pursuant to 10 U.S.C. § 701(f)(1)(A) and (B)(ii), members of the Air Force and Space Force performing active service (as that term is defined in 10 U.S.C. § 701(a)) during the effective period, are authorized to accumulate annual leave in excess of 60 days (not to exceed 120 days) as shown on the end of month September 2021 Leave and Earnings Statement (LES). Such members are further authorized to retain such unused leave until the end of fiscal year 2024 (i.e., 30 September 2024). The active service described here shall be considered qualifying duty for purposes of 10 U.S.C. § 701(f)(1)(B)(ii). This authorization does not apply to active service members who would otherwise be authorized to accumulate leave in excess of 60 days as of 1 October 2021, under section 701(f)(1)(A) and (B)(i) and (ii) or under 701(f)(2).

Air National Guard and Air Force Reserve service members (on Title 10 and Title 32 orders) who accrue leave from 1 October 2020 through 30 September 2021, and who incur

annual leave in excess of 60 days (not to exceed 120 days) as shown on their LES, are automatically approved for SLA and may carry the balance (not to exceed 120 days) until 30 September 2024. As Reserve Component (RC) members are not required to use, sell or lose their earned leave at the end of an active tour, this also applies to RC service members who would carry over leave from an active duty tour for use during a future active duty tour.

On 1 October 2021, eligible Service members (active service between 1 October 2020 - 30 September 2021) who have annual leave in excess of 60 days (not to exceed 120 days) as shown on their LES are automatically approved for SLA and may carry the balance (not to exceed 120 days) until 30 September 2024.

Members already approved for SLA, as part of a contingency operation and/or other approved exception to policy, who are near or over 120 days will not lose leave as a result of this newly signed SLA guidance. For example, if a member's current SLA exemption expires in FY22 and they also qualify for SLA under this guidance, they are allowed to carry 120 days through FY24.

It is important members manage their leave balances throughout the year. Commanders will continue to encourage and provide members with opportunities to use leave in the year it is earned.

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