

APPLICATION TO SELL SPECIAL LEAVE ACCRUAL (SLA)

Purpose: For members to apply for payment for selling up to thirty days of Special Leave Accrual. For use only by enlisted service members.

Annual Deadline: Applications to sell SLA for the fiscal year ending 30 September must be submitted by **1 December**

Member Action: Complete this form. Read, initial and date each of the statements below. After completing, submit to your SPO for endorsement.

SPO Action: Verify all leave documents have been submitted to JUMPS, via Direct Access, and have processed.

Fax this form to PPC (mas) for processing: 785/339-3574 or email (as an attachment) to PPC-CustomerCare@uscg.mil

The original of this form shall be retained in the member's SPO PDR (Part 3, beneath LESs).

Name (Last, First, M.I.)	EMPLID	Rank/Rate	Permanent Unit
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Special Leave Accrual (SLA) Information

Time period in which SLA was accrued:	Duty Station Where accrued:	Number of days to sell:
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Acknowledgements - You must read, initial and date each of the following

I understand that I may only use this election once in my career, and that regardless of the number of days I sell back at this time, I may **not** apply for this again. *(Example: If I sell back 12 days now, I may not try and sell 18 days at a later time.)*

Initial: _____ **Date:** _____

I understand that I am eligible to sell back a total of 60 days in my military career (including leave sold while serving in other armed services) and that this sell back is counted against that 60 day total. (See note below.)

Initial: _____ **Date:** _____

I understand that once I receive payment for this sell back, I must ensure that the number of days sold appears correctly on my LES, and that I must report any discrepancy to the SPO immediately, and follow-up correctly until it appears.

Initial: _____ **Date:** _____

I understand that I am responsible for tracking my leave balance throughout my career. I also understand that if I am erroneously paid for leave in excess of that which I may normally sell back and/or earn, I am responsible for paying back any monies paid to me for this.

Initial: _____ **Date:** _____

Signature:

Date:

NOTES:

1. The 60 day career total does not apply to leave earned, and sold, by a reservist performing ADSW under contingency operations orders.
2. Your leave balance for the previous fiscal year (ending 30 September) may be adjusted on 31 March of the next calendar year. This is to allow for retroactive processing of any leave documents submitted after 30 September, which involve leave taken during the previous fiscal year.

**For SPO
Use Only**

Leave balance verified. Date: _____

Name/Signature: _____

Forwarded to PPC via:

Fax (785) 339-3574

Email PPC-customerCare@uscg.mil

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 701

PRINCIPAL PURPOSES: For members to apply for payment for selling up to thirty days of Special Leave Accrual. For use only by enlisted service members.

ROUTINE USES: Process payments of Special Leave Accrual.

DISCLOSURE: Voluntary; however, failure to provide this information will cause delay or non-payment of Special Leave Accrual.