



SECTION 14

RSLAF LEAVE POLICY

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General

1. The aim of the RSLAF leave policy is to ensure that servicemen of all ranks are given time to recover from their military duties and for welfare and morale purposes..
2. The leave year is from 01 Jan to 31 Dec. Each serviceman is entitled to take up to 28 days leave (4 weeks). The leave period will start from after duties (AD) on the day before the leave commences to first parade (FP) the day after the leave is completed. Therefore, if a man applies for leave from 01 Jan to 28 Jan the leave period will be from the completion of duty on 31 Dec to the first parade 29 Jan. Any untaken leave cannot be carried over into the next years leave allocation.
3. Commanding Officers are responsible for ensuring all personnel take their full entitlement each year. Personnel are to apply to their CO for leave. The CO can also grant leave when he feels it is appropriate. The responsibilities of the authorising officer for leave can be delegated to an officer within the unit concerned (i.e. the Adjt). The appointment of the authorising officer is to be notified on unit Part One Orders (PIO's).
4. All personnel are to be issued a leave pass for the duration of their leave. The leave pass (AF B295) book is issued from Joint Force Command. No serviceman is to proceed on leave without being issued a leave pass.
5. The CO is to ensure that no more than one twelfth (1/12) of the unit is on leave at any time. To ensure the leave allocation is monitored a leave register is to be run and will be subject to audit. The leave register is attached at Annex A.
6. Personnel are to be informed of their leave period on PIO's. The standing entry for the PIO is:

The undermentioned personnel have been granted leave from AD XX XXX
XX to FP.

18160000	Pte	XXXXXX
18160001	Pte	XXXXXX
18160002	Pte	XXXXXX

7. AWOL procedures are to be adopted for personnel who fail to return from leave. The AWOL period is to commence from FP on the day of duty (normally 0830 hrs Muster Parade). The above mentioned PIO is to be used as documentary evidence to initiate any AWOL action.
8. Personnel proceeding on leave are entitled to claim of one (1) month net pay. Reference RSLAF revised TACOS (2007). This amount will be received prior to

proceeding on leave. i.e. If a soldier is proceeding on leave on 01 Jan, his leave allowance will be received during Dec salary pay exercise.

9. The Armed Forces Personnel Centre (AFPC) is to be informed by all units of all personnel proceeding on leave on or before the 10th day of every month.

Administration

4. Coy Commanders are to submit to the Unit Orderly Room a list of those personnel who are authorised to take leave for the following month.

5. The Orderly room staff are to enter the details in the Leave/Welfare register, a copy of which is at Annex A, on a monthly basis.

6. The officer/soldier is to report to the orderly room to be issued his/her leave pass. Personnel who proceed on leave without a pass will be treated as AWOL.

7. At the end of every month the orderly room staff are to check the register for personnel who were authorised for leave but have not collected the Leave Pass, the names are to be verified with the Coy commanders and where leave has been cancelled the entry is to be crossed out in red pen with a single line and in the remarks column 'cancelled' is to be entered.

