

Leave Guidance

Terminal leave allows you to complete your retirement or separation and depart your present organization on leave prior to your date of separation. It cannot exceed the number of days leave you have accrued or will accrue up to your date of separation. Finance can provide you with the requirements for this type of leave. If you are planning to take terminal leave, process the request in LeaveWeb at least 14 calendar days prior to the first day of chargeable leave. NOTE: You may only sell 60 days leave during your career

Permissive TDY: All retiring members are authorized 20 days of permissive TDY (30 days for members returning from overseas) for job/house hunting prior to separation. Under limited circumstances, personnel separating for disability or being released under a Force Shaping program may also be authorized. If authorized, process it in LeaveWeb along with any terminal leave you might be requesting.

Note: Please refer to **AFI 36-3003** Table 3.6 for the current PTDY Rules for separations.

To determine accurately when your leave will begin, start counting on your DOS and count backwards. For instance, if your DOS is 15 August and you want to take 13 days of leave, day one would be 15 August and then count back 12 more days...3 August would be the first day of leave. The day your leave begins will also be your projected departure date and will be used on vOP to determine when items must be accomplished. You are not authorized to depart your duty station prior to your DOS or prior to any permissive or terminal leave that has been authorized.