LEAVE AND LIBERTY

TERMINAL LEARNING OBJECTIVE

1. Without the aid of references, describe authorized absence without omission. (MCCS-LDR-1002)

ENABLING LEARNING OBJECTIVES

1. Without the aid of references, identify regulations relating to the proper use of liberty without omission. (MCCS-LDR-1002a)

2. Without the aid of references, define other forms of authorized absence without omission. (MCCS-LDR-1002d)

1. TWO TYPES OF LIBERTY.

   a. Regular Liberty is defined as a period, not exceeding three days, usually commencing at the end of normal working hours, and expiring with the start of normal working hours on the next working day. Public holiday weekends and public holiday periods are regular liberty periods.

   b. Special Liberty. Special liberty shall not be combined with regular liberty or holiday periods when the combined periods of continuous absence will exceed four days. Three or four day special liberties shall be granted outside of regular liberty for unusual reasons, such as, but not limited to, compensatory time off, emergencies, to exercise voting responsibilities of citizenship, or for special recognition. In addition to having 2-day weekend normal liberty you may receive 3-day or 4-day special liberty. They must be combined with a weekend and shall not exceed the 4-day liberty for any reason.

      (1) Permission to go on special liberty:

         (a) Requests are submitted to the Commanding Officer via the chain of command.

         (b) The Commanding Officer can authorize special liberty.

         (c) Major subordinate commanders may not authorize special liberty in excess of four days (96 hours).

      (2) Policy on the combination of leave and special liberty:

         (a) Leave may commence immediately upon termination of a special liberty.

         (b) Leave may terminate just prior to the commencement of a special liberty period.

         (c) Leave must commence and terminate in the vicinity of the local area of the Marine’s place of duty.

2. OTHER PERTINENT INFORMATION.

   a. Liberty restrictions.

      (1) Combining Leave and Special Liberty. Leave and special liberty should not be combined in continuous absence from the duty station, nor should they be effective in succession or series through commencement of one
immediately upon return to duty from the other. Leave and special liberty may only be combined when the Marine will physically be within the normal commuting location (as established by the local commander) and available for recall to duty during the special liberty period. When combined with special liberty, Marines will not be charged annual leave during the special liberty period provided they are within specified liberty limits.

(2) Extensions of Liberty. When a Marine requests an extension of an authorized period of special liberty and the said time (special liberty and extension) shall exceed 4 days, that portion that exceeds the special liberty shall be charged to the Marine’s leave account.

(3) Medical Restrictions. Marines under treatment for infectious or contagious disease shall not be granted liberty while they are in an infectious stage except in cases of urgent personal matters, which in the discretion of the officer in command or competent medical authority warrant authorization of such liberty.

b. **Liberty Limits.** Liberty limits are the distance that Marines are authorized to travel from duty station during authorized liberty. Distances are specified for overnight, weekend, and 3-day liberty. Liberty limits are site specific and are determined by the commander.

c. **Special Liberty Chit.** When it is deemed necessary, the Liberty Request/Out of Bounds Pass may be used to authorize special liberty or permission to leave the general vicinity of the duty station.

3. **DESCRIBE ADMINISTRATIVE ABSENCE.**

a. **Define Administrative Absence.** Is defined as a period of authorized absence from a place of duty not chargeable as leave, to attend or participate in activities of a semi-official nature, to the benefit of the Marine Corps or the DOD.

(1) **Permissive TAD (PTAD).** Granted for a period not to exceed 30 days for the following:

(a) Attendance at meetings sponsored by non-Federal professional organizations when the meetings bear a direct relationship to the member’s professional background or primary military duties and clearly enhance the Marine’s value to the Marine Corps.

(b) Attendance of a member of the board directors of a DOD credit union.

(c) Participation in competitive sports events and essential support of participants in competitive sports events.

(d) Attendance in response to a subpoena or summons as a witness at a state criminal investigative preceding or criminal prosecution.

(e) When granted permanent change of station (PCS) orders to any location, a Marine may be granted 10 days PTAD for house hunting.

(f) Participation in other official or semi-official programs of the Marine Corps, for which funded TAD is not appropriate and would enhance the member’s value to the Marine Corps.

(2) **PTAD for Birth.** A period of up to 10 days may be granted for married male Marines; must be completed within 25 days after the child’s birth.

(3) **PTAD for Adoption.** A period of up to 10 days may be granted.

(4) **Transition PTAD** is Authorized for Marines who are being involuntarily separated, for either mandatory retirement or non-selection for promotion, for a period of 20 days for house hunting and job hunting.

b. **Describe How One Gets Permission to take Administrative Absence.**
(1) Commanding Generals and separate/detached organizational commanding officers are authorized to
grant periods of PTAD not to exceed 30 days.

(2) Leave can be granted in conjunction with PTAD.

(3) PTAD can be granted before or after funded TAD periods as separate orders.
NOTES:

REFERENCE:
1. Regulations for Leave, Liberty and Administrative Absence

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