

## MILPERSMAN 7220-330

### CHECKAGE OF PAY FOR EXCESS LEAVE

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<b>Governing Directive</b>	DoD 7000.14-R, DoD Financial Management Regulations, Volume 7A
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1. Checkage of Pay Rules for Excess Leave. Use the table below to identify excess leave conditions and actions required to effect checkage of pay:

WHEN...	THEN...	AND...
member returns from excess leave,	make checkage of pay immediately.	
member takes additional excess leave prior to completion of obligated active service,	checkage of pay shall be made for the total excess leave, including the one-half day.	
excess leave is taken as a result of an administrative error,	checkage shall be made immediately upon discovery that such leave has been taken,	shall be based on the pay and allowances received by the member at the time the excess leave was taken.
it is discovered that a member was granted excess leave,	the disbursing officer shall be notified,	the disbursing officer shall effect checkage of pay and allowances.  <b>NOTE:</b> See pay directives for required support documents.
in the checkage of pay and allowances for excess leave upon separation, release, or retirement, a fractional part of a day of excess leave is found,	the fractional part of a day shall be checked as a whole day.	<b>NOTE:</b> Members shall not be retained in service, since the checkage of pay for excess leave produces an overpayment at the time of separation from active duty.

2. Rules for Minus Leave Balance. Use the table below to deal with minus leave balances:

WHEN...	AND...	THEN...	AND...
the leave record accounting at the time a first extension of enlistment, regardless of duration, becomes operative,	separation from active service, desertion, or death produces a minus leave balance,	such minus leave balance shall be considered excess leave,	proper checkage for such excess leave shall be made at the time of closing the pay record, except in the situations listed below.  <b>Caution:</b> This policy is based on public law and cannot be waived.

WHEN...	AND...	THEN...	AND...
<p>a minus leave credit exists at the time of separation under any of the following circumstances:</p> <ul style="list-style-type: none"> <li>• discharge from an enlistment for the purpose of accepting a permanent or temporary commission or warrant appointment in the Regular Navy or the Naval Reserve and continuing on active duty, or</li> <li>• termination of a temporary commission or warrant appointment, reverting to an enlisted status and continuing on active duty, or</li> <li>• discharge from an enlistment prior to the expiration for the purpose of continuing on active duty in the same or other status,</li> </ul> <p><b>NOTE:</b> This does not apply to discharge within 3 months of expiration of enlistment for the purpose of reenlistment.</p>	<p>the minus leave balance does not exceed 30 days,</p>	<p>checkage of pay and allowances shall not be made,</p>	<p>the minus leave balance shall be carried forward into the new leave record.</p>
	<p>the minus leave balance exceeds 30 days,</p>	<p>checkage of pay and allowances shall be made for the portion of minus leave balance exceeding 30 days,</p>	<p>the first 30 days of minus leave balance shall be carried forward into the new leave record.</p>

WHEN...	AND...	THEN...	AND...
an enlisted member, who accepts an appointment to one of the service academies or as a Naval Reserve midshipman, shall be considered discharged for the purpose of this article,		checkage shall be made for any minus leave balance that exists at the time of such appointment.	
member, who has been checked for excess leave as the result of being declared a deserter, is returned to a duty status after completion of disciplinary action which resulted in conviction of the lesser charge of unauthorized absence or acquittal,	the mark of desertion is removed,	the minus leave balance shall be reentered on the leave record,	the amount of pay and allowances for which checked shall be recredited on member's pay record.