

# Understanding My Payslip Leave Summary

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## Introduction

This guide provides an understanding and field descriptions of the My Payslip Leave Summary and information concerning Special Leave Accrual (SLA).

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## Leave Summary

The **Leave Summary** is located in the lower section of the Payslip.

<b>LEAVE SUMMARY</b>	
Begin Regular Leave Balance	58.0
+ Regular Leave Earned	2.5
- Regular Leave Used	0.0
- Regular Leave Lost	0.0
- Regular Leave Sold	0.0
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End Regular Leave Balance	60.5
End Reserve Leave Balance	0.0
End Combat Exempt Balance	0.0
End Special Leave Carryover Balance	25.0
Regular Leave Sold (Career-to-date)	0.0

### Field Descriptions

<b>Field</b>	<b>Description</b>
<b>Begin Regular Leave Balance</b>	<p>This is the current month's starting leave balance. This should match up to the End Regular Leave Balance from the prior month's Payslip. If the Begin Regular Leave Balance does not match and the member is unaware of a manual adjustment by PPC, please contact the member's Personnel &amp; Admin (P&amp;A) Office for further review.</p> <p><b>NOTE 1:</b> It is important to be aware of the Fiscal Year (FY) leave carry over limitation policy that could reduce the leave balance to 60 days on 1 OCT of each year. See Regular Leave Lost.</p> <p><b>NOTE 2:</b> Special Leave Accrual (SLA) days are included in the Regular Leave Balance/End Regular Leave Balance until they are used or expire. See End Special Leave Carryover Balance and the <b>Special Leave Allowance</b> section of this guide for more information regarding SLA.</p>
<b>Regular Leave Earned</b>	<p>This is the amount of leave earned during the pay period covered by the Payslip.</p>

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## Leave Summary, Continued

Field  
Descriptions,  
continued

Field	Description
<b>Regular Leave Used</b>	This is the number of days of leave charged during the pay period covered by the Payslip. Depending on when the leave was approved in Direct Access (DA), the leave dates charged could be from prior pay periods. <b>Example:</b> Payslip for period 2/1/22 to 2/15/22 could show leave for 1/18/22, even though that date is not within the Payslip period.
<b>Regular Leave Lost</b>	This number indicates any leave days lost at the beginning of a new FY (10/1/YY). This normally only appears on the Mid-October Payslip each year (if applicable).
<b>Regular Leave Sold</b>	This is the number of leave days sold during the covered pay period. The actual sale of the leave could have taken place during a prior pay period. <b>Example:</b> Current Payslip is for 10/1/22 to 10/15/22 but the actual sale took place upon re-enlistment on 9/18/22.
<b>End Regular Leave Balance</b>	This is calculated by adding the Begin Regular Leave Balance and the Regular Leave Earned; then subtracting any Regular Leave Used, Regular Leave Lost, and Regular Leave Sold. If the End Regular Leave Balance does not match and the member is unaware of a manual adjustment by PPC, please contact the member's P&A Office for further review.  <b>Note:</b> Special Leave Accrual (SLA) days are included in the Regular Leave Balance/End Regular Leave Balance until used. See End Special Leave Carryover Balance.
<b>End Reserve Leave Balance</b>	This is the amount of leave a Reserve member has earned while on Active Duty for 30 or more consecutive days but not more than 365 consecutive days, or on Active Duty for contingency orders. When a Reserve member uses leave, this amount will be lowered by the number of days used. Reserve members on qualifying Active Duty will earn Reserve leave at a rate of 2.5 days per month. If the Reserve member earns leave during the period covered by the current Payslip, the amount earned will be added to the End Reserve Leave Balance.

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## Leave Summary, Continued

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**Field**  
**Descriptions,**  
 continued

<b>Field</b>	<b>Description</b>
<b>End Combat Exempt Balance</b>	This is the amount of Combat Exempt Leave days that are available. When leave is used, this amount will be reduced by the number of days used. Members in a qualified zone will earn Combat Exempt Leave at the rate of 2.5 days per month. If a member earns this type of leave during the period covered by the Payslip, the amount earned will be added to the End Combat Exempt Balance. These are not additional days of leave they are the same leave normally accrued but are tax exempt.
<b>End Special Leave Carryover Balance</b>	This is the total number of days of Special Leave Accrual (SLA) a member has. SLA Leave days are included in the Regular Leave Balance/End Regular Leave Balance. SLA Leave days expire. Contact your P&A office to find out the expiration date (year) for any SLA you have (See the SLA section of this guide).  <b>NOTE:</b> SLA is only updated <b>once a year</b> during the End of FY processing. For example, if this member used all 23 days of their SLA in Feb 2023, they would not see the End Special Leave Carryover Balance reflect zero until their mid-month October 2023 Payslip.
<b>Regular Leave Sold (Career-to-Date)</b>	Number of days a member has sold during their career. This is limited to a career total of 60 days.

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## Special Leave Accrual (SLA)

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- Reference**
- (a) [DoD Instruction 1327.06](#) Incorporating Change 5, August 25, 2023
  - (b) [Military Assignments and Authorized Absences, COMDTINST M1000.8A](#) (series)
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### Questions & Answers

Question	Answer
Who is authorized SLA?	Members whose assignments meet the criteria in Chapter 2 of reference (b).
When is SLA credited?	SLA is normally credited during April of the following year. <b>Example:</b> Leave lost on 09/30/22 will normally be credited back to the leave balance during April 2023.
How does SLA affect my leave balance?	SLA Leave days are stored in the Regular Leave Balance; however, to manage SLA, the system uses “buckets” for each respective Fiscal Year (FY). These “buckets” contain no leave but do contain the number of leave days included in the member’s current Regular Leave Balance that are protected from loss due to the 60 days maximum leave carry over from one FY to the next FY.
How do I use my SLA?	<p>Members earn 30 days of leave per FY. Used leave is first deducted from the current FY 30 days of leave, <b>no matter what month within the current FY the leave is used</b>. Leave is then deducted from other categories (i.e., SLA) only after the 30 days of current FY leave is depleted. In other words, the precedence for deducting leave is to first deplete 30 days of current FY leave, then SLA. Any leave taken or sold above the 30 days earned in the current FY will be charged as SLA.</p> <p><b>Example:</b> It is 1/1/23 and I have 10 days of SLA that expires on 9/30/23. I must use all 30 days of my FY19 leave before my SLA leave balance can be used. I must then use another 10 days of leave before 9/30/23 to ensure I use my SLA before it expires. So, I could take 40 days of leave 1/1/23 through 2/19/23 and that would use all my 30 days current FY23 leave and then the 10 days of SLA. It does not matter that JAN/FEB are only the 4<sup>th</sup>/5<sup>th</sup> months into FY23, I must still use 30 days of my FY23 leave before my SLA can be used.</p>
When does my SLA expire?	Expiration of SLA depends on the type of duty performed to earn the SLA. Qualifying duty and expiration dates are determined in accordance with references (a) and (b). Your P&A office can look up the expiration of any periods of SLA.

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## Special Leave Accrual (SLA), Continued

**Questions &  
Answers  
Reference,**  
continued

The expiration date for a member’s SLA can be viewed under the **Accumulators** tab of the Payroll Calculations Results in Direct Access (DA). This amount is included in both the Begin and End Regular Leave Balances on the Leave Summary section of the member’s Payslip. It is also listed separately so the member is aware of the amount that will expire. The member cannot see the expiration date for SLA. They will have to see their P&A to find out the year in which their SLA expires. Some members will have more than one period of SLA, and each would most likely expire in different years.

In the example below, this member has **25 days of SLA** that will expire on 30 September 2025.

**NOTE:** The Leve ENT\_BAL on the Accumulators tab (above SLA in this example) provides the most accurate information regarding a member’s leave balance.

The screenshot displays the 'Accumulators' tab for employee Stanley Yelnats. It shows various payroll calculation results, including 'LEAVE ENT\_BAL' (60.500000) and 'SPECIAL LEAVE\_BAL' (25.000000). The 'SPECIAL LEAVE\_BAL' row is highlighted with a red box, indicating its expiration date as 2025.

Period	Element Name	Amount	User Key 1	User Key 2	User Key 3	User Key 4	User Key 5	User Key 6
Year to Date	TOT DEDUCTIONS YTD	3108.550000						
Year to Date	TOT EARNINGS YTD	52474.330000						
Custom Period	LEAVE ENT_BAL	60.500000						
Custom Period	SPECIAL LEAVE_BAL	25.000000	2025					