



Gary R. Herbert
Governor
MG Jefferson S. Burton
The Adjutant General

State of Utah

UTAH NATIONAL GUARD

12953 MINUTEMAN DRIVE
DRAPER, UTAH 84020-9286
(801) 432-4400

NGUT-HRO-AGR

26 August 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 14-06, Active Guard Reserve (AGR) and Full-Time National Guard Duty (FTNGD) Leave and Pass Policy

1. Reference.

- a. AR 600-8-10, Leaves and Passes, 15 February 2006.
- b. AR 600-5, The Active Guard Reserve (AGR) Program Title 32, Full-Time National Guard Duty (FTNGD), 20 February 1990.
- c. ALARACT 062/2009 Army Guidance For Paternity Leave.

2. Applicability. This policy applies to all AGR and FTNGD personnel of the Utah Army National Guard and supersedes policy letter 03-18, dated 28 February 2003.

3. Purpose. This memorandum provides clarification for the use of leave and passes due to the unique nature of the compressed workweek of the UTNG and the AGR/FTNGD system.

4. Policy.

a. Sick-in-Quarters.

(1) Supervisors may approve sick-in-quarters for a period up to two days without medical documentation.

(2) Supervisors may approve sick-in-quarters for a period of three to seven days when the Soldier provides a statement from a physician verifying the inclusive dates of illness.

(3) Soldiers must document all sick-in-quarters in LeaveLog.

b. Convalescent Leave.

(1) Convalescent leave is a non-chargeable absence from duty granted to expedite a Soldier's return to full duty after illness, injury, or childbirth.

(2) Soldiers must use convalescent leave for absences in excess of seven days due to injury or illness.

NGUT-HRO-AGR

SUBJECT: Policy Letter 14-06, Active Guard Reserve (AGR) and Full Time National Guard Duty (FTNGD) Leave and Pass Policy

(3) Convalescent leave requests require treatment notes and physician recommendation for a specified time period of absence.

(4) Soldiers must document convalescent leave in LeaveLog.

(5) The command will notify HRO when convalescent leave is requested.

(6) The command will forward a DA 31 and supporting medical documentation to the Office of the State Surgeon (OSS).

(a) The State Surgeon is the approval authority for convalescent leave in excess of seven days up to 30 days (42 days after normal pregnancy and childbirth).

(b) NGB is the approval authority for convalescent leave in excess of 30 days. Retroactive leave requests through NGB will not be approved. Forward documentation to the OSS by the 40th day of leave.

c. Regular Pass.

(1) Regular pass is a short, non-chargeable, authorized absence from place of duty during normal off duty hours. IAW AR 600-8-10, para 5-27.

(2) Non-duty periods of absence, such as weekends, are considered a regular pass period, to include official holidays and may be combined with leave.

(a) Example: Soldiers may combine a regular pass (Friday – Sunday) with leave (Monday - Thursday) and a regular pass (Friday – Sunday) without reporting for a duty day in-between and will be charged four days of leave for Monday – Thursday.

(b) Example: Soldiers may not combine leave (Thursday) with a regular pass (Friday – Sunday) and leave (Monday) without reporting for a duty day in-between, otherwise they will be charge leave for the full duration of five days for Thursday - Monday.

(3) AGR/FTNGD personnel will not receive passes when there is a requirement to be at their duty stations; e.g. IDT, AT to include deployments, special projects and exercises.

d. Special Pass.

(1) Special pass is a short, non-chargeable, authorized absence from place of duty granted for unusual reasons, reenlistment, special recognition and to exercise voting responsibilities IAW AR 600-8-10, para 5-29.

(2) Directorate, Administrative Officer (AO) can authorize a special pass.

(3) Special passes are not standard practice and should be limited as much as possible.

NGUT-HRO-AGR

SUBJECT: Policy Letter 14-06, Active Guard Reserve (AGR) and Full Time National Guard Duty (FTNGD) Leave and Pass Policy

(4) Supervisors will document and approve all special passes in LeaveLog.

(5) Supervisors will not grant special passes combined with regular pass or holiday periods when the combined period of continuous absence exceeds the 4-day limitation.

(6) Supervisors will not grant special passes to Soldiers who have more than a 60-day leave balance.

e. State Holidays. AGR/FTNGD personnel will be at their duty station during state holidays, unless the state holiday falls on a normal non-duty day or the AGR/FTNGD Soldier takes leave.

f. Paternity Leave.

(1) Paternity Leave is a non-chargeable administrative absence.

(2) Single Soldiers fathering a child out of wedlock are not applicable to receive paternity leave.

(3) Paternity Leave will not exceed 10 days and must be taken consecutively and within 45 days after the birth of the child. Births resulting in twins, triplets do not get more paternity time.

(4) Deployed Soldiers have 60 days after returning from deployment to use the 10 days of Paternity Leave.

(5) If Paternity Leave is not used within the established time frame, leave is lost.

5. The POC for this policy is HRO-AGR.



JEFFERSON S. BURTON
Major General
The Adjutant General

DISTRIBUTION:
A & F