## OFFICER'S LEAVE RECORD

NAVPERS-329 (NEW 10-46)

INSTRUCTIONS

- Enter each period of leave taken upon return or reporting for duty.
- 2. On 1 July each year enter credit for leave accrued during past fiscal year at rate of 2½ days per month, not to exceed 30 days. Reduce credit as necessary in order that new balance available does not exceed 60 days. Unused credit cannot be carried forward except as noted below.
- 3. In the case of leave commenced and extending beyond the end of a fiscal year: Upon return or reporting for new duty, deduct leave taken from balance available at commencement of leave period; add leave credit accrued as of 30 June not to exceed 30 days. New balance available may not exceed 60 days.
- 4. This record to be transferred with officer upon change of duty; commanding officer authenticate entries prior to detachment of officer.

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