



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

2 May 2016

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD), Fort Jackson, SC 29207

SUBJECT: Policy Memorandum #28 – **Emergency Leave**

1. References:

- a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.
- b. Joint Travel Regulation (JTR), Chapter 7, Special Circumstances Travel and Transportation.
- c. Special Troops Battalion Policy, Memorandum # 3, Leave and Passes Processing and Control Procedures, dated 9 July 2015.

2. Emergencies will be handled with compassion and timeliness.

3. Rules to request emergency leave

- a. Soldiers may request emergency leave with or without American Red Cross verification. Verification from the American Red Cross is desirable, but not required if documentation from other official source is available. Verification from the American Red Cross is required when duty station is at an OCONUS location.
- b. The unit commander is the approval authority.
- c. The unit may request verification through the Field Director, American Red Cross (AMCROSS) or, if necessary, from the military activity nearest the location of the emergency, if they doubt the validity of a situation or of the necessity of the Soldier's presence. Commanders should not disapprove emergency leave based solely on a lack of a Red Cross message.
- d. Soldiers may be authorized emergency leave for up to 30 days for emergency situations within the immediate Family. Soldiers may use accrued, advanced, excess leave or a combination. For a person in loco parentis, the Soldier must have a signed statement in his/her record verifying loco parentis status.
- e. **The immediate Family** includes the following Family members of either the Soldier or the Soldier's spouse:

- (1) Parents, including stepparents.
- (2) Spouse.
- (3) Children, including stepchildren.
- (4) Sisters, including stepsisters.
- (5) Brothers, including stepbrothers.
- (6) Only living blood relative
- (7) A person in loco parentis

e. **Loco parentis.** A person in loco parentis is one who stood in place of a parent to the Soldier or the Soldier's spouse for 24 hours a day, for at least a 5-year period before the Soldier or the Soldier's spouse became 21 years of age. The person must have provided a home, food, clothing, medical care, and other necessities as well as furnished moral and disciplinary guidance and affection. A grandparent, or other person, normally is not considered to have stood in place of a person when the parent also lived at the same residence. A person is not considered in loco parentis for performing baby-sitting or providing day care services.

4. Guidelines for authorizing emergency leave as established in AR 600-8-10, Chapter 6, are as follows:

- a. When the Soldier's presence will contribute to the welfare of a terminally ill member of the immediate Family when the expected date of death is within the month.
- b. The death of an immediate Family member.
- c. For a serious situation involving accident, illness, or major surgery that cannot be postponed due to the urgency of the medical condition. The situation must result in a serious Family problem. The Family problem must impose important responsibilities on the Soldier that must be met immediately and cannot be accomplished from his duty station or by any other individuals or by other means.
- d. When the Soldier is affected personally by a disaster (for example, hurricane, tornado, or flood) when severe or unusual hardship would be encountered if the Soldier failed to return home.

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5. Guidelines for other types of situations where a Soldier may request emergency leave for situations within the immediate Family, but where ordinary leave should be considered, are as follows:

a. Marital problems that need resolving, threatened divorce, or other personal problems. (Request should be approved if a severe life threatening situation is documented.)

b. To attend court hearings to resolve financial problems. (Money spent on emergency leave may aggravate problem.)

c. To assist in harvesting crops or participating in managing business firms.

d. Psychoneurosis based on Family separation. (Exceptions may be made when the attending physician believes that a severe psychotic episode is indicated and the member's return might prevent institutionalization.)

e. To settle estate of a deceased relative.

f. Situations involving a grandparent (not in loco parentis) aunt, uncle, cousin, niece, or nephew (when not the only living blood relative) or for a friend, fiancée, or fiancé.

6. In the event of an emergency, contact USASD at (803)751-3795/5321 immediately. Emergency leave requests will be approved in accordance with this policy and AR 600-8-10. Please contact the USASD prior to making any travel arrangements. In the event that a Soldier cannot contact USASD, contact BDE Staff duty at (803) 751-7536/6113. If stationed OCONUS, we will require a Red Cross message. Funding for travel maybe authorized at government expense as specified in the JTR and in accordance with AR 600-8-10. CONUS Emergency Leave is at your expense and we do not require any additional documentation.

7. Procedures for signing in and out for Leave are outlined in Battalion Policy, Memorandum # 3.

8. Point of contact for this memorandum is the undersigned at (803)751-3795.


E. VICTORIA NIETO
CPT, AG
Commanding