

# Lump Sum Leave (LSL) Sale Overview

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**Introduction** This guide provides an overview for the Lump Sum Leave Sale process.

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**References** Access the following user guides for specific procedures for Lump Sum Leave Sale:

- [Contract Data - Reenlistment](#)
  - [Discharge – End of Enlistment](#)
  - [Discharge with Separation Request](#)
  - [RELAD – AD to SELRES or IRR](#)
  - [RELAD with Sep Request](#)
  - [Reserve Active Duty Orders Processing](#)
  - [Resuming Retirement for a Recall Retired \(Ret-1\) Member](#)
  - [Retirement Orders](#)
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**Before you begin** To sell leave, a member **MUST** submit a Career Intentions Worksheet (CG-2045) prior to (separation, extension, reenlistment, retirement, RELAD) and have Command Approval from their chain-of-command.

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## Lump Sum Leave Sale for Separating Members

If a member wishes to sell leave when separating from the Coast Guard, any remaining leave balance (subject to the career maximum) on the Leave Information tab of the Separation Orders will be automatically sold and included in the member's final pay.

Separation Details	Additional Info	Order Information	Order Travel	Order Notes	Leave Information	Order
<b>Sheldon Cooper</b>		Empl ID: 1234567	Empl Record: 0			
Trans ID:	2250213	Order Action:	<input type="text"/>	<input type="button" value="Go"/>		
Order Begin Date:	06/30/2014	Order Type:	Separation			
Order End Date:	07/01/2014	Order Status:	Authorized			
<b>Leave Balances</b>						
Leave Balance:	41.500000	Cumulative Sold Leave:	0.000000			
<b>Leave Disposition</b>						
Total to Carry Over (Days):	<input type="text" value="10.0"/>	Terminal Leave Begin:	06/21/2014			
Terminal Leave (Days):	10.0	Terminal Leave End:	06/30/2014			

**Note: Do NOT enter Lump Sum Leave sale days in the Total to Carry Over (Days) box. The system will automatically sell the remaining balance after any terminal leave is deducted.**

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## Lump Sum Leave (LSL) Sale Overview, Continued

### Lump Sum Leave Sale for Reenlisting Members

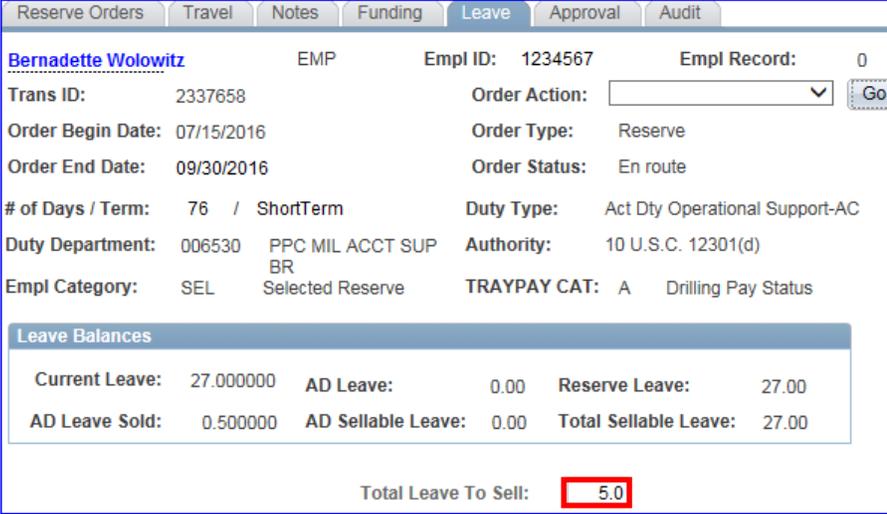
If a member wishes to sell leave when reenlisting with the Coast Guard, the Total Leave to Sell (Days) must be entered in the Leave Disposition section of the Contract Leave tab within Contract Data.

Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mbr Service Dates
<b>Penny Hofstadter</b>		Person ID: 1234567		
<b>Contract Data</b>				
Contract Number:	02	Begin Date:	08/16/2013	Contract Status: Active
<b>Leave Balances</b>				
Leave Balance:	48.500000	Cumulative Sold Leave:	As of: 12/15/2016	
<b>Contract Type</b> <span style="float: right;">Find   View All   First 1 of 2 Last</span>				
Effective Date:	08/16/2016			
Contract Type:	EXT	Extension		
<b>Leave Disposition</b> <span style="float: right;">View All   First 1 Last</span>				
Total Leave to Sell (Days):	<input type="text" value="10"/>			

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## Lump Sum Leave (LSL) Sale Overview, Continued

**Lump Sum Leave Sale for Reserve Orders**      If a Reserve member wishes to sell leave upon completion of their Active Duty Orders, the type of the orders will determine the course of action.

If...	Then...
The member is on short-term orders	<p>The Lump Sum Leave sale should be documented on the Leave tab of the Reserve Orders. A trouble ticket must also be submitted for PPC to manually sell the leave. Any leave not entered will automatically carry over for future Reserve Active Duty Orders.</p> 
The member is on long-term orders	The SPO must complete a RELAD and the LSL will be sold from the Separation Orders as explained above.