

POLICY FOR EMERGENCY LEAVE

1. Soldiers may be authorized emergency leave for up to 30 days for emergency situations **within the immediate family**. For a person in loco parentis, the soldier must sign a statement verifying loco parentis. The immediate family includes the following family members of either **the soldier** or the **soldier's spouse**.
 - a. **Parents, including stepparents**
 - b. **Spouse**
 - c. **Children, including stepchildren**
 - d. **Sisters, including stepsisters**
 - e. **Brothers, including stepbrothers**
 - f. **Only living blood relative**
 - g. **A person in loco parentis**
2. 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. A grand parent, or other person, normally is not considered to have stood in place of a person when the parent also lived at the same residence.
3. Civilians may be authorized leave for serious illness or injury of a family member, which means a grave, critical, or potentially life-threatening illness, or injury. It includes a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available. It also includes other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.
4. Guidelines for authorizing emergency leave are as follows:
 - a. Because of a death of an immediate family member.
 - b. When severe or unusual hardship would be encountered if a soldier failed to return home because of a personal disaster (i.e., hurricane, tornado, or flood).
 - c. DA Civilians - Return to Official Station or Home. When an employee discontinues a TDY assignment before its completion because of a personal emergency situation, expenses of appropriate transportation and per diem while enroute may be allowed. The approval of an appropriate official, for return travel from the interruption point to the PDS, is required. If, when the personal emergency situation has been resolved, the DoD component decides that it is Government's interest to return the employee to the TDY location, such return is a new travel assignment.
5. Other situations that occur within the immediate family should be considered for ordinary leave if the operational situation dictates.