



What is LeaveWeb?

LeaveWeb is a system the Air Force utilizes to authorize military leave and to document the start and stop of leave. When a member relocates to a new base they will need to update their profile to reflect the new Permanent Duty Station (PDS).

First time users, navigate to <https://leave.af.mil/login> and click the 'Register' button. Follow the 'LeaveWeb Self Registration' form below, and proceed accordingly.

Common Leave Types

{Leave Types} {Code} {Chargeable}

Ordinary	A	Yes
Emergency	D	Yes
Reenlistment	E	Yes
Sick	F	No
Special	H	No
Terminal	P	Yes
Awaiting Appellate Rev	R	Yes
Permissive TDY	T	No
Educational Leave of Ab	1	No
Recruiter Assist Prog.	Y	No
Delay En Route/TDY	B	Yes
Delay En Route/PCS	I	Yes
Graduation	J	No
Delay En Route Training	L	Yes

Members will accrue 2.5 days of leave for every month of active duty. Members will accrue a total of 30 days in a fiscal year. Members are able to carry over up to 60 days. Anything in excess of 60 days will be lost and not carried over.

Due to COVID-19, members are authorized to accumulate annual leave in excess of 60 days (not to exceed 120 days) as shown on the end of month September 2020 LES. Members are authorized to retain such unused leave until the end of fiscal year 2023 (i.e. September 30, 2023).

For additional information regarding leave visit:

https://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-3003/afi36-3003.pdf

Information regarding leave due to COVID-19 (i.e. increase of max accrued leave up to 120 days) visit: www.defense.gov or <https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>.