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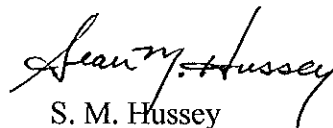
7 November 2018

MEMORANDUM FOR USU FACULTY AND STAFF MILITARY PERSONNEL

SUBJECT: Holiday Leave & Liberty Guidance for December 2018

References: (a) DoDI 1327.06 "Leave and Liberty Policy and Procedures," 19 May, 2016.  
(b) USUHS Leave and Liberty Instruction 1327 05 November, 2015.  
(c) Brigade Commander's Holiday Leave policy for CY 2019.

1. In accordance with references (a) and (b), everyone is afforded the opportunity to take leave during the prescribed holiday leave periods. However, we must also ensure there are no gaps in supporting continual mission requirements and therefore liberty will be granted in keeping with support of these requirements.
2. During the holiday leave period, personnel readiness is crucial to maintaining the highest state of mission readiness. Military faculty and staff assigned to USU will observe the following work schedule (this guidance does not apply to military students):
  - a. Military members are authorized to participate in minimal manning 17 December 2018- 01 January 2019 with approval from their department heads or responsibility center leads. No one is authorized continuous absence from duty without the proper leave documentation. Personnel desiring to take passes in excess of four days will request annual leave. Four day pass requests are encouraged subject to each department Director's approval.
  - b. The Department Chairs and Directors will ensure personnel are accountable at all times.
3. The point of contact is LTC David Maldonado-Lopez at [david.maldonado-lopez@usuhs.edu](mailto:david.maldonado-lopez@usuhs.edu) or (301) 295-3869.

  
S. M. Hussey