



## **CIVMAR BENEFITS UPDATE**

# **SHORE LEAVE – USE IT OR LOSE IT**

## **SHORE LEAVE USE IT THROUGHOUT YOUR CAREER OR LOSE IT UPON SEPARATION, RESIGNATION OR RETIREMENT**

THIS IS A REMINDER THAT IN ACCORDANCE WITH 5 USC CH 63 AND 5 CFR 630.703 THAT SHORE LEAVE SHOULD NOT BE "STOCKPILED" IN THE HOPES OF USING IT IMMEDIATELY PRIOR TO A PLANNED RESIGNATION OR RETIREMENT. THESE SECTIONS DISCUSS 'TERMINAL LEAVE' AND SPECIFICALLY PROHIBIT SUCH USAGE OF SHORE LEAVE. CIVMARS ARE URGED TO USE THEIR SHORE LEAVE THROUGHOUT THEIR CAREERS TO AVOID THE DISAPPOINTMENT OF LOSING IT UPON SEPARATION FROM FEDERAL EMPLOYEMENT OR REASSIGNING TO A SHORESIDE JOB WHICH DOESN'T OFFER SHORE LEAVE.

IT IS IMPORTANT TO UNDERSTAND THAT SUCH 'TERMINAL LEAVE' IS PROHIBITED FOR ALL FEDERAL CIVILIAN EMPLOYEES, NOT JUST CIVMARS (EVEN THOUGH FEDERAL EMPLOYEES DON'T EARN SHORE LEAVE). HENCE, THE LUMP SUM PAYMENT FOR ANY ANNUAL LEAVE ON THE BOOKS UPON SEPARATION FROM FEDERAL SECTOR. ADDITIONALLY, FEDERAL REGULATIONS PROHIBIT A LUMP-SUM PAYMENT FOR SHORE LEAVE UPON LEAVING FEDERAL SERVICE.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT YOUR MARINE PLACEMENT SPECIALIST OR YOUR EMPLOYEE BENEFITS SPECIALIST BY CALLING THE CUSTOMER SUPPORT CENTER (CSC) AT 1-800-793-58784 BETWEEN 8:00 A.M. AND 8:00 P.M. EASTERN TIME, MONDAY THROUGH FRIDAY, EXCLUDING HOLIDAYS. YOU MAY ALSO SEND YOUR EMAIL QUESTIONS TO [CIVMAR@MARINERSUPPORT.COM](mailto:CIVMAR@MARINERSUPPORT.COM).