



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM  
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

9 September 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 13, Convalescent Leave Procedures

1. The purpose of this memorandum is to establish policy on convalescent leave procedures.
2. Unit Commanders are the approval authority of convalescent leave for Service Members under their command for all medical illnesses, postpartum periods, post hospitalization and post-operative periods.
3. The process of convalescent leave starts with a recommendation, either from an off-post provider or Military Treatment Facility (MTF) Provider. All convalescent leave recommendations are to be provided to the service member's Unit Medical Provider (BN or BDE Surgeon PA/MD) for review.
4. The Unit Medical Provider **MUST** review the recommendations for convalescent leave, and make their own recommendation regarding appropriateness and duration. Additionally, the medical provider will confirm follow up appointments including physical therapy. The medical provider will communicate their review and recommendations for convalescent leave to the unit commander in writing.
5. Each Soldier will create a DA Form 31 for approval and signature by that Soldier's commander. Before signature, each DA-31 should be accompanied by:
  - a. A detailed rehabilitation/recovery plan that accounts for activities and outcomes during the convalescent period.
  - b. A transition plan for the Soldier to go from convalescent leave, into the Unbreakable Warrior program, if such a transition will be required
6. Postpartum Convalescent Leave will remain IAW Army Regulation (AR) 600-8-10 (Leaves and Passes), 16 August 2020. Standard maternity convalescent leave is for 42 days (6 weeks) in one single DA31 form. An additional 42 days (6 weeks) of non-chargeable Primary Caregiver Leave can be taken, and should be approved on a separate DA31 form.

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6. The point of contact for this memorandum is LTC Sebastian Schnellbacher, Division Surgeon, at (315) 772-8438, or [sebastian.r.schnellbacher.mil@mail.mil](mailto:sebastian.r.schnellbacher.mil@mail.mil).

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