



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

AFDR-CG

8 October 2019

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 CON leave, and make their own recommendation on their concurrence or adjustment 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 will be created at the unit level for approval and signature by that Service Member'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.
6. Additional factors and limitations will be emplaced to enable recovery and ensure quality of health care:
 - a. Convalescent Leave will be granted in no more than 7 day increments with the exception of postpartum leave.

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b. Additional Convalescent Leave will be granted by the Unit Commander as needed in 7 day increments.

c. Postpartum Convalescent Leave will remain IAW Army Regulation (AR) 600-8-10 (Leaves and Passes), 15 February 2006, and Army Directive 2019-05 (Army Military Parental Leave Program (MPLP)), 22 January 2019. 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, if desired by the service member, IAW rules within Army Directive 2019-05 Army MPLP and should be approved on a separate DA31 form.

d. Location of Convalescent Leave is to be recommended by the reviewing BN or BDE Surgeon (barracks, private home, with family out of the area etc.). Only the Unit Commander can authorize travel for Convalescent Leave.

e. The minimum time of Convalescent Leave will be used as appropriate IOT return the Service Member to rehabilitation and/or adjust duties, as soon as functionally possible.

7. The point of contact for this memorandum is LTC Jason L. Ferguson, Division Surgeon, at (315) 772-8438, or jason.l.ferguson.mil@mail.mil.



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