

LEAVE Request Guide

Navy SNA's:

- Visit <https://www.nsips.navy.mil/my.policy>
- Accept and Logon to member self-service.
- E-Leave > E-Leave Request
- Confirm Members Information.
- Fill in the request with the appropriate information (Normal working day hours are from 0800-1600).
- In the Comments section formally request to take leave including where you are going, and generally what you plan to do there. (visiting family, going to theme parks, etc.,) Then include which flight number you are from where you anticipate being in the syllabus.
- Once submitted, SNIV that timeline in TSHARP for your requested Leave.

Marine, Coast Guard, and International SNA's:

- Grab the appropriate paper leave chit from the folders posted on the wall outside of ADMIN.
- Continue filling out the information as stated above and bring the chit into ADMIN to be routed.

*The Command's Leave and Liberty policy and routing matrix is posted on the board to reference.