



Military Leave Matrix for NASA Employees Updated July 29, 2025

This document provides National Aeronautics and Space Administration (NASA) employees with information about military leave with civilian pay in the Military Leave Matrix. The following is the proper coding of military leave and updated instructions for processing offset of military pay when necessary.

Effect on Civilian Pay While on Military Leave

An employee's civilian pay remains the same for periods of military leave under 5 United States Code (U.S.C.) 6323(a), including any premium pay (except Sunday Premium pay) an employee would have received if not on military leave. For military leave under 5 U.S.C. 6323(b) and (c), an employee's civilian pay is reduced by the amount of military pay for the days of military leave. However, an employee may choose not to use military leave and instead use annual leave in order to retain both civilian and military pay.

Military Leave Regulations and Pay Code Matrix

WebTADS Hour Type	Type	Definition/Law	Offset Procedures
ML	Regular Military Leave-Used	<p>5 U.S.C.6323(a) provides 120 hours per fiscal year for active duty, active-duty training, and inactive duty training. An employee can carry over a maximum of 120 hours into the next fiscal year.</p> <p>* Section 1109 of Public Law 118-159 amended 5 U.S.C. 6323(a)(1) by increasing the number of days of military leave accrual and maximum carryover amount from 15 to 20, effective December 23, 2024.</p>	<p>Due to the legislative change signed into law on December 23, 2024, the annual Military Leave entitlement increased from 15 to 20 days. However, system updates to reflect the increased accrual in the payroll system are not scheduled for implementation until December 2025.</p> <p>The following is Interim guidance on the use of additional 5 days of Military leave:</p> <ul style="list-style-type: none"> Eligible employees who need to use any of the additional 5 days of Military Leave prior to the system update may temporarily record the time as Excused Leave (hour type XLV) in WebTADS.

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		See CPM 2025- 09 for information about implementation of the new law, including guidance for FY 2025 which limits the maximum amount of military leave an employee can use in FY 2025 to a total of 35 days (15 days carried over from FY2024 plus 20 days accrued in FY2025).	<ul style="list-style-type: none"> • Employees must include the comment: “For Additional 5 days of Military Leave” when recording this time. • Once the additional 5-day accrual is implemented, employees will be required to submit prior pay period adjustments in WebTADS to reclassify the Excused Leave (XLV) to Military Leave for the applicable dates.
MLX	Law Enforce Mil-Used	5 U.S.C. 6323(b) provides 22 workdays per calendar year for emergency duty as ordered by the President or a State Governor. This can be for law enforcement or the protection of life and property.	<p>Employees whose time is being charged to pay code MLX should be advised of the requirement to offset the military pay from civilian pay. Upon receipt of military pay, the employee will be required to forward a copy of the military pay statement encrypted/redacted to NSSC Payroll: nssc@mail.nasa.gov or by fax (866) 779-6772.</p> <p>A bill will be issued for the amount of the overpayment of civilian pay.</p> <p>Due to the potential for negative tax consequences, employees are urged to pay the excess civilian pay to Payroll in the same tax year as it was received.</p>

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MLZ	RSRV Tech Mil Lv- Used	5 U.S.C. 6323 (b) provides that members of the Reserve component of the Armed Forces or in the National Guard who are performing inactive military duty such as providing military aid to enforce the law or providing assistance to civil authorities for protection of life and/or property receive an additional 22 days of Reserve Technician Military Leave. (Responsibility of the timekeeper to first exhaust 22 days under Pay Code MLX, and then begin coding military days to Pay Code MLZ).	

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XLV	Administrative Leave - Reserve and National Guard Technicians (temporary usage of this pay code)	5 U.S.C. 6323 (d) provides that Reserve and National Guard Technicians only are entitled to 44 workdays of military leave for duties overseas under certain conditions. There currently is no pay code in Federal Personnel and Payroll System (FPPS) to designate absence under this authority. A new pay code has been requested. In the interim, timekeepers may code this as XLV – Administrative Leave, and track the usage manually.	.

Appendix A – Acronyms and Abbreviations

Acronyms that are used in this guide are identified upon first use in this document. Thereafter, the acronym is used. In cases where the first or only instance of the use of an acronym is in a table or graphic, it may not be spelled out on first reference. Since many acronyms and abbreviations have multiple meanings, the following list includes those used in this guide and the applicable meaning:

Acronym/Abbreviation	Meaning
FPPS	Federal Personnel and Payroll System
IBC	Interior Business Center
NASA	National Aeronautics Space Administration
NSSC	NASA Shared Services Center
U.S.C.	United States Code

If you have any questions concerning this document, please contact:
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