

## CON LEAVE INFORMATION SHEET FOR UNIT COMMANDS

1. KAHC health care **providers recommend** con leave (on a sick slip DD Form 689 or in a memorandum) to the Unit Command. The Unit Command is the final approving authority. The Unit Command prepares con leave orders and provides them to the ADSM. The Unit Command assigns the start and end dates for con leave.
2. Recommendations for con leave and associated profiles are based on medical necessity. It is the Unit Command's responsibility to accept or deny con leave. If the Unit Command decides not to accept the con leave recommendation and the associated profile, the Unit Command is accepting responsibility for the ADSM's health if they suffer further illness or injury.
3. A KAHC health care provider can recommend con leave up to 14 days without additional approval. Extension of con leave over 14 days or an initial recommendation up to 30 days requires approval by the Chief of Primary Care Division or the Deputy Commander of Clinical Services (both are physicians). Exceptions to this policy are recommendations by the Chief of the Troop Medical Clinic or the Orthopedic Physician Assistants. A con leave recommendation in excess of 30 days or an extension where con leave accumulates over 30 days requires approval by the Chief of Primary Care Division or the Deputy Commander of Clinical Services and the sick slip (DD Form 689) must be signed by the Clinic Commander.
4. If the ADSM requires health care services or monitoring of a specific health care condition while on con leave, a nurse case manager will be assigned to follow the ADSM to coordinate his or her health care.
5. An ADSM's military ID card is their insurance card. An ADSM must present it anytime he/she seeks medical care anywhere. Failure to show his/her ID can result in the ADSM receiving a bill for services.
6. Your Soldier is expected to report to the ADC or TMC on the next duty day after returning to Fort Lee at the conclusion of con leave unless he/she is under the care of another clinic such as orthopedics. If under the care of orthopedics, he/she should have a scheduled appointment before he/she returns.