



HOME LEAVE (5 CFR 630.601)

- Home Leave is earned by service abroad for use in the United States, in the Commonwealth of Puerto Rico, or in the territories or possessions of the United States. Home leave is in addition to other types of leave authorized by law.

-- Service abroad means service by an employee at a post of duty outside the United States and outside the employee's place of residence if his place of residence is in the Commonwealth of Puerto Rico or a territory or possession of the United States.

- Eligibility: Employees who may accumulate 45 days of annual leave under section 6304(b) of title 5, United States Code, are entitled to earn, and may be granted, home leave.

-- Employees recruited in the United States, or

-- An employee that is recruited abroad and is determined eligible at that time of appointment.

-- Employees serviced by Ramstein AB earn 5 days during each 12 month period on a prorated basis.

- Use of Home Leave:

-- After 24 months continuous service overseas (employees who return overseas after a period of service in the U.S. must serve 24 months before using home leave).

-- May use:

(1) in conjunction with Renewal Agreement Travel (RAT),

(2) in conjunction with TDY,

(3) when on approved leave in an area authorized for Home Leave.

- Miscellaneous:

-- Accumulates with no maximum limitation.

-- Taken/Charged in 1 day increments.

-- Must return to the overseas assignment (I.e., cannot be used in conjunction with a PCS back to United States).

-- No authority to advance home leave not yet earned.

-- Account transfers when employee moves between agencies.

-- Home leave balance does not appear on an individual's leave and earning statement (LES). Request for home leave balance must be made to your servicing payroll office.