



CIVILIAN PERSONNEL FLIGHT FACT SHEET

Current as of: 28 October 2019

HOME LEAVE (HL)

General: Home Leave is leave 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.)

Regulation: Code of Federal Regulations (CFR), Title 5, (Page 812) Section 630.601:
<https://www.govinfo.gov/content/pkg/CFR-1998-title5-vol1/pdf/CFR-1998-title5-vol1-sec630-606.pdf>

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.

Use of Home Leave: After 24 months continuous service overseas, Home Leave may be used:

- in conjunction with Renewal Agreement Travel (RAT)
- in conjunction with TDY
- when on approved leave in an area authorized for Home Leave

Additional Information:

- 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 US)
- No authority to advance home leave not yet earned
- Account transfers when employee moves between agencies
- Home leave balance does appear on an individual's leave and earnings statement (LES) in days
- If home leave was earned during a prior tour it may be reinstated