



Current as of: 27 Aug 2012

MANPOWER & PERSONNEL FLIGHT FACT SHEET

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, Section 630.601:
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div6&view=text&node=5:1.0.1.2.83.6&idno=5>

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, which are:

- Employees recruited in the United States, or
- An employee that is recruited abroad and is determined eligible at that time of appointment.
- Employees stationed at Ramstein AB earn 5 days during each 12 month period on a prorated basis.
- Employees at other locations may receive more than 5 days based on the percentage of post differential.

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.

Please note that employees who return overseas after a period of service in the U.S. must serve a new initial tour before using home leave from previous assignments.

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.