



Department of Defense INSTRUCTION

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USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Home Leave

- References:
- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R)), June 23, 2008
 - (b) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
 - (c) Section 6305 of title 5, United States Code
 - (d) Subpart F of part 630 of title 5, Code of Federal Regulations

1. PURPOSE

a. Instruction. This Instruction is composed of several volumes, each containing its own purpose. The purpose of the overall Instruction, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the Department of Defense.

b. Volume. This Volume of this Instruction implements DoD policies and procedures for granting home leave in accordance with References (b) through (d).

2. APPLICABILITY. This Volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense.

3. POLICY. It is DoD policy pursuant to Reference (b) to:

- a. Grant home leave, subject to mission requirements, to eligible DoD employees serving overseas.
- b. Encourage employees to use accrued home leave.

4. PROCEDURES. See Enclosure.

5. RELEASABILITY. UNLIMITED. This Volume is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

6. EFFECTIVE DATE. This Volume is effective immediately.

Enclosure
Procedures

ENCLOSURE

PROCEDURES

1. ELIGIBILITY

a. Employees recruited for overseas duty from the United States, or its territories or possessions including the Commonwealth of Puerto Rico, who may accumulate a maximum of 45 days of annual leave pursuant to Reference (c) are entitled to earn and may be granted home leave.

b. As prescribed in Reference (c), an employee must complete 24 months of continuous service outside the United States (or after a shorter period of such service if the employee's assignment is terminated for the convenience of the Government) to be eligible to take home leave. The 24 months of continuous service abroad is a one-time requirement.

2. ACCRUAL

a. Home leave is earned and credited on a monthly basis.

b. Earning rates range from 5 days to 15 days every 12 months as prescribed in Reference (d).

c. The minimum charge for home leave is 1 day. There is no limit on accumulation of home leave.

3. USE

a. Home leave so granted may be used:

(1) In combination with other leaves of absence.

(2) Only in the United States, or its territories and possessions to include the Commonwealth of Puerto Rico.

(3) Only during a period of service abroad when it is contemplated that the employee will return to service abroad upon completion of the home leave period or upon completion of an assignment in the United States.

b. Additional conditions on home leave use are prescribed in paragraph (c) of Reference (d).