



Office of Human Resources and Administration
Worklife and Benefits Service (058)

Fact Sheet – HOME LEAVE

Purpose: Home leave is leave earned for service abroad for use in the United States, in the commonwealth of Puerto Rico, or in the territories or possessions of the United States. 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 or her place of residence is the commonwealth of Puerto Rico or a territory or possession of the United States.

Coverage: An employee who meets the requirements for the accumulation of a maximum of 45 days of annual leave earns and may be granted home leave. Employees eligible to accumulate a maximum of 45 days of annual leave each leave year include employees directly recruited or transferred by the Government of the United States from the United States or its territories or possessions, including the Commonwealth of Puerto Rico, for employment outside the area of recruitment or from which transferred.

Earning Rates: Earning rates are contained in 5 CFR 630.604. There is no limitation on the number of days of home leave that may be accumulated.

Use: Except as authorized by statute, an employee is entitled to home leave only when he or she has completed a basic service of 24 months of continuous service abroad. This basic service is terminated by (1) a break in service of 1 or more workdays, or (2) an assignment (other than a detail) to a position in which an employee is no longer subject to 5 U.S.C. 6305(a).

Home leave may only be used in the United States, the commonwealth of Puerto Rico, or a territory or possession of the United States during an employee's period of service abroad, or within a reasonable period after his or her return from service abroad when it is contemplated that he or she will return to service abroad immediately upon completion of an assignment in the United States. Home leave not granted within this period may be granted only when the employee has completed a further substantial period of service abroad.

Home leave is charged in 1 day increments. The minimum charge for home leave is 1 day.

Transfer/Recredit: An employee is entitled to have his or her home leave account transferred or recredited when he or she moves between agencies or is reemployed without a break in service of more than 90 days.

Restrictions: Home leave may not be made the basis for terminal leave or for a lump-sum payment.

References

- 5 U.S.C. 6304(b)
- 5 U.S.C. 6305
- 5 CFR 630, Subpart F