

3 FAH-1 H-3430 HOME LEAVE

*(CT:POH-122; 07-21-2006)
(Office of Origin: HR/ER/EP)*

3 FAH-1 H-3431 COMPUTATION OF CONTINUOUS SERVICE ABROAD

3 FAH-1 H-3431.1 Computation of Beginning Date

(CT: POH-122; 07-21-2006)

The Department has issued an interim directive superseding the text in this section. Details are contained in ALDAC 00119416.

3 FAH-1 H-3431.2 Continuous Service

3 FAH-1 H-3431.2-1 Continuous Service—Delayed

(CT: POH-122; 07-21-2006)

The Department has issued an interim directive superseding the text in this section. Details are contained in ALDAC 00119416.

3 FAH-1 H-3431.2-2 Continuous Service—Not Delayed

(CT: POH-122; 07-21-2006)

The Department has issued an interim directive superseding the text in this section. Details are contained in ALDAC 00119416.

3 FAH-1 H-3431.2-3 Continuous Service—Broken

(CT: POH-122; 07-21-2006)

The Department has issued an interim directive superseding the text in this section. Details are contained in ALDAC 00119416.

3 FAH-1 H-3431.2-4 Continuous Service—Not Broken

(CT: POH-122; 07-21-2006)

The Department has issued an interim directive superseding the text in this section. Details are contained in ALDAC 00119416.

3 FAH-1 H-3432 POST'S RESPONSIBILITY TO RECORD LEAVE TAKEN IN U.S.

(CT: POH-122; 07-21-2006)

The Department has issued an interim directive superseding the text in this section. Details are contained in ALDAC 00119416.

3 FAH-1 H-3433 ACCRUAL OF HOME LEAVE

3 FAH-1 H-3433.1 Computation of Home Leave

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

For each 12 months of creditable service abroad, home leave shall accrue (the maximum is 15 days) as follows, provided the conditions of eligibility are met:

(1) Fifteen (15) days:

(a) An employee who accepts as a condition of employment the obligation to accept assignment anywhere in the world as the needs of the agency dictate will earn up to 15 days in a 12-month period;

(b) An employee serving with a U.S. mission to a public international organization will earn up to 15 days in a 12-month period; or

(c) An employee serving at a post for which a post differential of 20 percent or more is authorized will earn up to 15 days in a 12-month period.

(See 3 FAH-1 H-3433.2.)

(2) Ten (10) days:

An employee not included under paragraph a, in this section, who is serving at a post for which a post differential of at least 10 percent but less than twenty percent, will earn up to 10 days (e.g. employee will begin earning home leave upon the completion of two months of creditable

service. See 3 FAH-1 H-3433.2.); and

(3) Five (5) days:

An employee not included under items (1) or (2), in this section, will earn up to five days (e.g. employee will begin earning home leave upon the completion of three months of service). (See 3 FAH-1 H-3433.2.)

3 FAH-1 H-3433.2 Home Leave Earning Table

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

Employees earn home leave for each month of creditable service abroad under the rates fixed as follows:

Months of Service	Accrual Rate (days for each month of a 12-month period)	Days Earned	
1	1	0	0
2	1	1	0
3	1	1	1
4	2	1	0
5	1	1	1
6	1	1	0
7	1	0	0
8	2	1	1
9	1	1	0
10	1	1	1
11	1	1	0
12	2	1	1
Total:	15	10	5

3 FAH-1 H-3433.3 Change in Home Leave Earning Rate

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

When an employee moves between different home leave-earning rates before completion of a month of creditable service abroad or when a change in the post differential rate during the month results in a different leave-earning rate, the employee will be credited leave at the rate to which entitled prior to the change in the accrual rate.

3 FAH-1 H-3433.4 Crediting Home Leave

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

Home leave is credited to an employee's leave account, as earned, in multiples of one day, and may be accumulated without limitation for future use.

3 FAH-1 H-3434 HOME LEAVE DAYS NOT CHARGED

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

If authorized, time spent in community relations and public affairs activities at the request of the foreign affairs agencies, such as speeches, and participation in university seminars and media events, is considered performance of duty. Therefore, home leave will not be charged for the day on which an employee participates in such activity. Certification of such engagements must be reported upon return from home leave:

Agency	Office Which Must Approve
Department of State	Bureau of Public Affairs
USAID	Office of External Affairs (in advance) With Bureau for Legislative and Public Affairs (in advance)
USDA	APHIS: Assistant Deputy Administrator, International Services

FAS: Assistant Deputy Administrator,
Foreign Agriculture Affairs

Commerce

Office of Foreign Service Personnel

3 FAH-1 H-3435 HOME LEAVE ADDRESS OF RECORD

(TL:POH-61; 05-18-2000)

(Uniform State/USAID/Commerce/Foreign Service Corps—USDA)

(Applies to Foreign Service & Civil Service Employees)

a. The home leave address of record represents a permanent location in the United States, or a U.S. Commonwealth or possession, if an employee's place of residence is outside the area of employment, to which the employee and family members are authorized to proceed when granted home leave. Employees should give careful consideration to the initial selection.

b. Requests for changes in home leave addresses may be approved only if the employee can establish that changed circumstances so require. Requests for changes in home leave address will be reviewed on a case-by-case basis. The selection of a new location intended to accommodate the employee's personal convenience is not an acceptable basis for approval. Changes to home leave address are on Form OF-126, Foreign Service Residence and Dependency Report.

3 FAH-1 H-3436 THROUGH H-3439 UNASSIGNED