



Leave and Travel Policies



Resources

- Written: Foreign Affairs Manual/Handbook (3 FAM/3 FAH – available on the Internet); Human Resources (HR) website
- Emailboxes: HRSC@state.gov (HR Service Center); Ask Admin; Ask HR
- People: Bureau and post HR staff; management officers



Annual Leave (3 FAM/FAH 3400)

- Used for personal time, vacation, R&R
- Prior approval by supervisor required
- Accrual rates change over time (4, 6, or 8 hours per pay period)
- Subject to maximum ceilings (240 hours in U.S., 360 hours abroad, or – sometimes - personal ceiling)
- Restoration procedures



Sick Leave (3 FAM/FAH 3420)

- 4 hours per pay period; no accrual limit
- Used for: (1) employee's illness, medical appointments; (2) general family care or bereavement purposes -104 hours per year; (3) serious health condition of family member - 480 hrs/year, minus any of the 104 hrs; (4) adoption

Voluntary Leave

Transfer Program (VLTP -3 FAM 3340)

- Employee receives annual leave donations to cover absences during medical emergency
- Employee must face prolonged absence from work and 3 workdays (24 hrs) in non-pay status
- Approval given by bureau executive director or post management officer



Family and Medical Leave Act

(FMLA – 3 FAM 3530 and 5 C.F.R. 630)

- 12 weeks unpaid leave (LWOP) for medical emergency of employee or employee's family member (spouse, son, daughter, or parent of employee) or for birth or adoption of child
- 12 - 26 weeks LWOP for situations related to military service by family member
- Paid leave can be substituted for LWOP
- 12 months federal govt. service required



Other Paid Leave

- Military leave (3 FAM 3440)
- Court leave (3 FAM 3450)
- Local (at post) holidays (3 FAM 3460)
- Organ or bone marrow donor (3 FAM 3460)
- Packing/unpacking of household effects (HHE) (3 FAM 3460)



Home Leave (3 FAM/FAH 3430)

- Accrued only while serving abroad
- 15 days earned per 12-month period
- Taken at end of tour - in the U.S. (or U.S. commonwealths or territories if from there)
- Limits on length of HL; no accrual limit
- Special provisions: Afghanistan, Iraq, and Pakistan



Rest and Recuperation Travel

(R&R – 3 FAM/FAH 3720)

- Purpose – to provide a break from difficult conditions at post
- Typically one trip for 2-year tour or two trips for 3-year tour
- Govt. provides ticket; annual leave used
- Travel authorized to designated R&R relief point or any point in the U.S. or U.S. commonwealths or territories



Emergency Visitation Travel

(EVT 3 FAM/FAH 3730)

- Five types of EVT: Medical, Death, Unusual Personal Hardship, Eldercare, Unaccompanied Post
- Family member definition is specific
- Generally only one person travels
- Signing repayment agreement permits travel before formal authorization
- HR at post coordinates EVT



Travel of Children of Separated Families (3 FAM 3750)

- 1 round trip per year for each child under age 21 (including stepchildren) to visit other parent
- One of the parents must be assigned overseas and serve 12 months for each trip authorized
- Tandem couples at separate posts qualify



Family Visitation Travel

(3 FAM 3730)

- Post declared unaccompanied by Director General of the Foreign Service
- Travel by employee to U.S. or another overseas site for reunion with family members who otherwise would reside at post
- Replaces an R&R trip