

## **Resources: Travel and Leave Policies**

### **Foreign Affairs Manual/Handbook (FAM/FAH) References**

#### **Work Schedules**

[3 FAM 2330 Hours of Work](#); [3 FAH-1 H-2330 Hours of Work](#)

#### **3 FAM 3300 Leave Administration**

[3340 Voluntary Leave Transfer Program](#) 

#### **3 FAM/FAH 3400 Paid Leave**

[3 FAM 3410 Annual Leave](#)  [3 FAH-1 H-3410 Annual Leave](#)

[3 FAM 3420 Sick Leave](#)  [3 FAH-1 H-3420 Sick Leave](#)

[3 FAM 3430 Home Leave](#)  [3 FAH-1 Paid Leave - Home Leave](#)

[3 FAM 3440 Military Leave](#) 

[3 FAM 3450 Court Leave](#) 

[3 FAM 3460 Other Paid Leave](#)  [3 FAH-1 H-3460 Other Paid Leave](#)

#### **3 FAM/FAH 3500 Unpaid Leave**

[3 FAM 3510 Leave Without Pay](#)  [3 FAM 3510 Unpaid Leave - Leave without Pay](#)

[3 FAM 3520 Absence Without Official Leave \(AWOL\)](#) 

[3 FAM 3530 The Family and Medical Leave Act of 1993](#) 

#### **3 FAM/FAH 3700 Travel**

[3 FAM 3720 Rest and Recuperation \(R&R\) Travel](#)  [3 FAH-1 H-3720 R&R Travel](#)

[3 FAM 3730 Visitation Travel](#) 

[3 FAM 3740 Emergency Visitation Travel](#)  [3 FAH-1 H-3740 Emergency Visitation Travel](#)

[3 FAM 3750 Travel of Children of Separated Families](#)  [3 FAH-1 H-3750 Travel of Children of Separated Families](#)

### **Useful Travel and Leave Cables/Department Notices**

#### **Scheduling of Annual Leave and Leave Restoration**

[Department Notice: Scheduling and Using Annual Leave – Act Now to Avoid Forfeiture](#); also issued as [STATE 138788](#) (10/2013)

#### **Restoration of Leave for National Emergency Employees – Iraq, Afghanistan, Pakistan**

[Department Notice: Restoration of Annual Leave for National Emergency Employees](#); also issued as [STATE 021685](#) (10/2013)

### **H1N1 Influenza and Leave Options for Employees**

[Department Notice: Workplace Flexibilities for 2013 Seasonal Influenza](#); also issued as [STATE 011687](#) (2/2013)

[Department Notice: H1N1 Influenza and Leave Options for Employees](#); also issued as [STATE 091815](#) (9/2009)

### **Leave Options for Parents**

[STATE 101508 A Comprehensive Guide on Issues Related to Pregnancy, 2013](#) (7/2013)

### **Mandatory Home Leave or Transition Leave**

[STATE 045301: Clarification, Continuous Service Requirement at AIP Posts - Leap Year](#) (5/2012)

[STATE 097169: Eligibility for Mandatory Home Leave/Transition Leave Following One-Year Unaccompanied Tours at Posts Experiencing Extraordinary Circumstances](#) (9/2011)

[Department Notice: Posts With Mandatory Home Leave or Transition Leave Following a 12-Month Tour of Duty](#); also issued as [STATE 079951](#) 11/8/2013 (9/2009)

### **Voluntary Leave Transfer Program (VLTP)**

[Department Notice: Supporting Colleagues through the Voluntary Leave Transfer Program](#); also issued as [STATE 158140](#) (11/2013).

### **The Family and Medical Leave Act (FMLA)**

[Department Notice: FMLA Coverage of Same-Sex Spouses](#); also issued as [STATE 151084](#) (10/2013)

[Department Notice: Family and Medical Leave Act Provisions](#); also issued as [STATE 110358](#) (11/2011)

[Department Notice: New Provisions in the FMLA Related to Military Service](#); also issued as [STATE 070886](#) (7/2010)

[Department Notice: New Provisions in the Family and Medical Leave Act \(FMLA\)](#); also issued as [STATE 009347](#) (2/2009)

### **Leave Without Pay (LWOP)**

[Department Notice: Use of LWOP for Purposes of Family Support](#); also issued as [STATE 102831](#) (10/2010)

### **Washington, D.C., Early Dismissal and Closure Procedures**

OPM Handbook: [Washington, DC, Area Dismissal and Closure Procedures](#).pdf

[Department Notice: Washington, D.C., Dismissal and Closure Procedures for DOS Employees](#) (12/2012)

[Department Notice: Receiving Operating Status Updates from OPM for the Washington, D.C., Metropolitan Area](#) (1/2013)

**OPM Fact Sheet:** [Effect of Extended Leave Without Pay \(LWOP\) \(or Other Nonpay Status\) on Federal Benefits and Programs](#)