

# Personnel Overseas Bulletin

March 14, 2007

DLA Human Resources Centers (DHRC)  
Columbus, OH and New Cumberland, PA

## HOME LEAVE

Tis' the season for vacations and trips back to the U.S.! Did you know that employees (including some locally hired employees) that are permanently assigned to an overseas area or selected for a position via a job announcement or reassignment from the United States (including its territories and possessions) are entitled to what is termed "Home Leave?" To use home leave, the employee must complete a tour or served a one-time requirement of 24-months continuous service abroad.

The Department of State's Foreign and Non-Foreign Post Differential (FPD) rate for your permanent overseas area or foreign post is what determines the rate at which home leave is accrued. Here is the link to the FPD rates:

[http://www.state.gov/rates/custom\\_search.asp](http://www.state.gov/rates/custom_search.asp)

Home leave rates are prorated on a monthly basis as follows:

- Five (5) days per 12-months at posts with Post Differential (PD) rates of less than 10 percent;
- 10 days per 12-months at posts with PD rates of 10-15 percent;
- 15 days per 12-months at posts with PD rates of 20 percent or higher

No limit is set for accumulation of home leave. Home leave is recorded on an employee's Leave and Earnings Statement (LES) in the form of days. You can provide your prior LES to your Human Resources (HR) representative or Customer Service Representative (CSR) if you have home leave from a prior overseas assignment that may be credited to your current leave account.

After having completed 24 consecutive months in an overseas assignment, you may begin using home leave. A leave request should be submitted to your supervisor for approval for home leave just like regular leave. Home leave can only be used in the United States, the Commonwealth of Puerto Rico, or the territories and possessions of the U.S. Home leave cannot be used as terminal leave or for lump sum payments, but can be used in combination with other leave.

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