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3. ANNUAL LEAVE

c. Accumulation of Annual Leave

(1) Maximum Accumulation

(b) The following categories of employees who are stationed outside the United States are limited to an accumulation of 45 days of annual leave:

(1) Persons directly recruited or transferred by the Federal Government from the United States or from the Commonwealth of Puerto Rico or the possessions of the United States for employment outside the area of recruitment or from which transferred.

(2) Persons employed locally but:

(a) Who were originally recruited from the United States or from the Commonwealth of Puerto Rico or the possessions of the United States but outside the area of employment by - - - - and whose conditions of employment provide for their return transportation to the United States or the Commonwealth of Puerto Rico or the possessions of the United States, or

(b) Who were at the time of employment temporarily absent, for purposes of travel or formal study, from the United States, or from their respective places of residence in the Commonwealth of Puerto Rico or the possessions of the United States, and who, during such temporary absence, have maintained residence in the United States, or in the Commonwealth of Puerto Rico or the possessions of the United States but outside the area of employment.

(3) Persons who normally are not residents of the area concerned and who are discharged from service in the Armed Forces of the United States to accept employment.

5. HOME LEAVE

a. Definition

Home leave means leave of absence without regard to annual or sick leave granted to employees upon completion of twenty-four months of continuous service outside the several states of the United States and the District of Columbia.

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b. Accrual

Accrual of home leave is computed at a rate of one week for each four months of service outside the United States. Accrual begins when the employee reports for duty at his permanent duty station outside the United States, or, when authorized, when he reports at an intermediate station outside the United States. Home leave continues to accrue for the total period of such duty. It ceases to accrue on the date the individual departs from his post outside the United States on a permanent change of station to the United States. In instances where an employee is in the United States on leave and/or temporary duty and is transferred to a position in the United States, home leave shall cease to accrue as of the date the employee left his last post outside the United States.

c. Use

Home leave may be used only upon completion of twenty-four months continuous service outside the United States. Computation of this period shall be in accord with the provisions set forth in paragraph 11 below except that service at posts in Alaska and Hawaii and time spent in these States on leave shall be excluded from the computation. Home leave may be used only in the United States, or, if the employee's residence is outside the area of employment, in Puerto Rico or the possessions of the United States. It may be accumulated for future use without regard to the limitation in paragraph 3c above, but no such leave shall be made the basis for any terminal leave or lump-sum payment. An employee who resigns while on home leave shall be indebted to the Government for an amount equivalent to the salary payments made for the period charged to home leave.

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Minimum charge for home leave shall be one day, and it shall be charged on a calander week basis.

11. LEAVE FOLLOWING ASSIGNMENT ABROAD

a. Policy

Upon completion of two years continuous service abroad, or as soon thereafter as possible, each employee who was a resident of the United States at the time of employment, together with his family, shall be ordered to the United States (including the District of Columbia, the Commonwealth of Puerto Rico, and any territory or possession of the United States) on leave of absence. The leave of absence may include any of the types of leave set forth in this regulation if chargeable in accord with its provisions, but it shall be exclusive of the time actually and necessarily occupied in awaiting transportation and in going to and from the employee's authorized leave residence. While on such leave the service of the employee shall be available for work or duties in the Agency or elsewhere as may be prescribed. The time of such work or duties shall not be counted as leave.

b. Computation of Continuous Service Abroad

Computation of the required two years' continuous service abroad ("abroad" for the purpose of computing eligibility in paragraph a. above includes Alaska and Hawaii, but for the purpose of computing the twenty-four month requirement for grant of home leave in paragraph 5. above Alaska and Hawaii are not included) shall begin when the employee officially reports for duty at his permanent duty station abroad or, when authorized, when he reports at an intermediate field station abroad. All authorized time spent by the employee at intermediate field stations abroad while enroute to or from a

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permanent duty station shall be included for computing the required two-year period. All of this period of service need not have been as a civilian employee, but may include service while under military detail to the Agency prior to service as a civilian employee. In computing the two-year period, time spent by the employee in the United States on approved annual or sick leave or leave without pay will not be included. Also, periods of leave without pay taken abroad will be excluded from the computation unless the absence was due to illness or injury or for maternity purposes or unless such leave without pay taken abroad was approved for inclusion in the computation by Operating Officials upon recommendation by the Chief of Station when extension of a tour on such an account would conflict with the practices of the employee's cover organization. Although all such periods of leave do not constitute a break in continuous service abroad, they may not be counted toward the required two years' service. Therefore, in computing the length of service abroad all periods of such leave calculated to include the calendar period beginning with the first workday of the leave period and including the last workday of the leave period must be added to the required two calendar years.

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c. Determination of Authorized Leave Residence

Travel expenses of an employee and his family for leave following assignment abroad shall be allowed to the authorized leave residence. If leave travel is to a location other than the authorized leave residence, reimbursement shall be restricted to the cost actually incurred and may not exceed constructive cost to the authorized leave residence. Employees assigned abroad may designate as the authorized leave residence either the place of

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residence
actual at the time of appointment or transfer or an alternate point justified and approved as required below.

- (1) To qualify as an alternate leave residence the location shall be one at which the employee or spouse, or their children or parents have previously established permanent social and community ties by reason of residence. In unusual situations some other location in the United States, its Territories or possessions, may be approved by the Director of Personnel
- (2) The point to which leave travel will be authorized (i.e. residence at time of initial appointment, residence at time of transfer abroad, or other leave residence) will be designated and approved prior to transfer abroad on Form No. 61, Current Residence and Dependency Report.
- (3) Any change in the point to which leave travel will be authorized must be requested and approved prior to commencement of travel. The request shall be submitted by memorandum to the Director of Personnel through the Operating Official concerned or by submission of a new Form No. 61 in duplicate. In any case when a request for redesignation of authorized leave residence is submitted for approval, an adequate justification in terms of paragraph 11c(1) above is required. The Director of Personnel will advise the Comptroller and the employee, through the Operating Official concerned, of the final decision.

d. Payment of Travel Expenses

Requirements and procedures concerning the payment of travel expenses in connection with leave following assignment abroad are contained in Agency travel regulations.