

HROM FACTSHEET

Home Leave

Issued: July 2017

This Fact Sheet:

- Defines Home Leave and its purpose
- Provides highlights on Home Leave eligibility and rates
- Explains how to request Home Leave

Background

Home leave is intended to allow eligible employees the opportunity to reconnect with family, friends and fellow citizens during their assignment to a position which requires service abroad.

Highlights

- An employee recruited for overseas duty from the U.S. and who may accumulate 45 days of annual leave under section 6304(b) of title 5, United States Code, are entitled to earn, and may be granted home leave.
- Home leave may be used **only** in the U.S., the Commonwealth of Puerto Rico, or the territories and possessions of the U.S. An employee is eligible to use home leave entitlements when he/she has completed 24 months of continuous service abroad.
- Home leave is earned at rates ranging from 5 to 15 days per year depending on the position aspects and post differential rates of the duty location.
- Home leave dates must be approved by the employee's supervisor through the standard leave approval process and the employee must return to his/her overseas assignment upon completion of the home leave trip.
- With supervisor approval, home leave may be used in conjunction with renewal agreement travel, temporary duty travel, other leaves of absence, or when an employee travels at his/her own expense.
- Once an employee has started earning home leave, the employee's leaving ceiling will automatically update to 360 hours per year.
- The minimum charge for home leave is 1 day.

Process & Required Documents

An employee is required to submit the following to his or her assigned HR Specialist or SMB_HQMC_HROM_OVERSEAS@USMC.MIL to request home leave.

- [Foreign Allowances Application, Grant and Report \(SF-1190\)](#)

Home Leave Earnings

- Once received by HR, home leave requests are processed within one pay period. Home leave is accrued in multiples of one day and credited on a monthly basis on the Leave and Earnings Statement (LES).

Frequently Asked Questions

Q. How is home leave calculated?

A. Home leave is accrued in multiples of one day and credited on a monthly basis on the LES. The leave will be credited to an employee's leave account as it is earned. For example, employees earning 5 days of home leave per year, one day of home leave will be credited on the third, fifth, eighth, tenth, and twelfth month of service abroad.

Q. How many home leave days per year am I eligible to accrue?

- An employee is eligible to accrue **15 days** of home leave when the employee:
 1. accepts an appointment or occupies a position requiring the employee to accept assignments anywhere in the world as needed by the agency (e.g., mobility agreement);
 2. is serving with a U.S. mission to a public international organization; or
 3. is serving at a post for which payment of post differential of 20% or more is authorized by law or regulation.
- An employee is eligible to accrue **10 days** of home leave when the employee does not meet the requirements for accrual of 15 days but is serving at a post for which payment of post differential of 10% but less than 20% is authorized by law or regulation.
- An employee is eligible to accrue **5 days** when they do not meet the specific requirements for the 15 or 10 days above.

Q. Will I still accrue home leave if my civilian overseas assignment is interrupted by a tour of duty in the U.S. Armed Forces?

A. No. Home leave will not be accrued by an employee who would normally meet the requirement for the accrual of home leave, when the period of service abroad is interrupted by a tour of duty in the U.S. Armed Forces. However, time spent in the Armed Forces will still be counted towards continuous creditable service.

Q. What if I do not use all my home leave while I am overseas?

A. Home leave earned during assignments abroad, but not used, will remain in the employee's home leave account and may be used for future assignments abroad, if the employee has completed at least the initial tour of duty prescribed for that location. Accrued home leave is transferred with an employee between federal agencies.

Additional Information

Human Resources Organizational Management, Headquarters United States Marine Corps
<http://www.hqmc.marines.mil/hrom/>

Department of State Standardized Regulations https://aoprals.state.gov/content.asp?content_id=231&menu_id=92

DoD Financial Management Regulation (FMR) 7000.14-R Volume 8, Chapter 3
http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_08.pdf

Still need assistance?

For additional questions or assistance with the home leave or any Foreign Allowances, contact your servicing HR Specialist or smb_hqmc_hrom_overseas@usmc.mil