

**4/1/83****SUBJ: HOME LEAVE ADMINISTRATION**

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1. PURPOSE. This order prescribes procedures and provides guidance for the processing of home leave requests for employees located in Puerto Rico/Virgin Islands area and International Field Offices, and redelegates approval authority.
2. DISTRIBUTION. This order is distributed to Regional Office Division Managers, all field offices and facilities in the Puerto Rico/Virgin Islands only and International Field Offices.
3. BACKGROUND. As a result of the abolishment of the San Jan Area Manager's Office in January 1980, approval authority for home leave was delegated to division managers. However, it has become apparent that due to the lengthy processing time and the number of offices involved, etc., overseas employees could be better served if the approval authority was redelegated to an approving official (AO) located in the Puerto Rico/Virgin Islands area.
4. AUTHORITY TO APPROVE HOME LEAVE REQUEST. Authority to approve home leave requests is delegated to division managers who have overseas operations. Division managers may redelegate this authority no lower than the facility manager level.
5. PROCEDURES. SO Form 3600-1, Biennial/Home Leave Request, will be used as the approval document for all home leave requests. The revised form provides for the following procedures:
  - a. The overseas employee initiates the request at least 30 days prior to the anticipated leave date by completing the top portion of the form. An original and three copies of the home leave request should be prepared.
  - b. The request form is reviewed by the supervisor and submitted through channels with a new supplemental agreement, FAA Form 3330-4.1.
  - c. Upon receipt of the request, the AO contacts the Payroll Branch, ASO-26, in the Accounting Division for current information and home and annual leave balances, date last leave taken, date last leave free travel used, etc. Approving officials to the Puerto Rico/Virgin Islands area should contact ASO-26 by wire.
  - d. The Payroll Branch will research the necessary information, update the home leave record, and forward the information back to the AO within five days from receipt of request.

e. Upon receipt of the request, the AO contacts the Payroll Branch, ASO-26, in the Accounting Division for current information and home and annual leave balances, date last leave taken, date last leave free travel used, etc. Approving officials to the Puerto Rico/Virgin Islands area should contact ASO-26 by wire.

f. Normally, home leave should be taken immediately after the completion of an overseas tour or an approved tour extension. (Home leave can be taken only when an employee has agreed to serve another tour.) When biennial travel commences after the expiration of an overseas tour or extension and terminates before the beginning of a new tour, an employee's tour is considered "in phase." However, in unusual circumstances, home leave may be granted at a time other than at the expiration of an employee's overseas tour or extension. In such cases, sufficient justification must be submitted through channels to the AO, who will forward the entire package to the Compensation Branch, ASO-15, for approval or disapproval of the request. If approved, ASO-15 will make distribution of the required forms. In this situation, an employee's tour must commence on the date following completion of the previous tour and his tour would be "out-of-phase." The supplemental agreement and request for exception must be submitted at least 60 days in advance for "out-of-phase" home leave request.

g. An employee may also request an exception to the twenty (20) days home leave requirement as specified in 3600.4, paragraph 23e (Chapter 3). When exceptions to this requirement are granted, a copy of the approval should be attached to the original supplemental agreement for filing in the OPF.

h. Those employees (i.e., facility manager, sector manager, etc.) who report to a division head should have their requests approved at the division level. In this case, the division head is the AO.

i. Distribution of the home leave request and the supplemental agreement should be made in the following order: the original SO Form 3600-1 and FAA Form 2666 and the original supplemental agreement are to be forwarded to the Employment Branch, ASO-14, for filing in the Official Personnel Folder; forward the first copies of both forms to the employee; one copy of the SO Form 3600-1 and the second and third copies of the supplemental agreement should be forwarded to the Accounting Division, ASO-22A with the obligation copy of the travel order. The fifth copy of the supplemental agreement for those employees with return rights should be forwarded to the parent Employment Branch, i.e., AEA-14, AWP-14, etc. The remaining copy of the home leave request should be retained by the AO.

## 6. RESPONSIBILITIES.

a. Employee. The overseas employee should initiate the home leave request at least 30 days prior to the anticipated leave date or 60 days in unusual circumstances. This should be done to allow ample time for the coordination of the request.

b. Designated Approving Official. The AO will approve home leave requests for personnel other than themselves and will notify the Employment Branch, ASO-14, with an information copy to ASO-26, by message, of the date and time an employee departs his duty station for home leave and, by separate message, the date and time of return.

Every effort should be made to avoid the situation where an employee travels under the assumption that he will be reimbursed for travel which cannot be legally paid by the government. AO's should thoroughly familiarize themselves with the directives referenced in paragraph 5e to insure proper eligibility for home leave and leave free travel. The AO's should encourage employees to initiate request for home leave 30 days before expected date of departure (60 days in unusual circumstances).

c. Compensation Branch. ASO-15 will provide the advice and assistance necessary regarding the administration of home leave when requested by employees or the AO. Final approval of the "out-of-phase" requests for home leave will be made by the Compensation Branch.

d. Accounting Division. The Payroll Branch will process the message requests for home leave data from the AO as expeditiously as possible, preferably within five days from receipt of request. Final determination of certification for payment of travel expenses will remain with Accounting Division personnel.

e. International Officer. Home leave requests for International Representatives will be approved by the International Officer.



JONATHAN HOWE  
Director