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## HRDG 4335 - Section B

Last Modified:

### **Subchapter 4335**

### **Voluntary Change in Official Duty Station**

### **Section B - Effects on Employee Benefits**

- [Eligibility for Home Leave and Expanded Annual Leave Ceilings](#)
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#### **Eligibility for Home Leave and Expanded Annual Leave Ceilings**

In situations where the reassignment request is for a location outside the 50 United States and the District of Columbia, an expanded leave ceiling and home leave may be an added entitlement. Additional information on expanded annual leave ceilings and home leave is located in the Human Resources Desk Guide Subchapter 4630, Absence and Leave, as noted below:

- Section B, subsection d, [Annual Leave Ceilings for Employees Outside the U.S.](#)
- Section I, [Home Leave](#)

**Paying for the Move to a New Duty Station**

Permanent or temporary moves, at the employee's personal request, to a new location will not be paid by the Agency. All expenses associated with the move will be at the employee's personal expense.

Employees will request leave in advance for the move; administrative leave may not be granted.

**Effect on Pay and Leave**

**Pay:** Locality pay will depend on the location of the ODS as noted on the SF-50. This means that an employee's pay may increase, decrease, or remain the same.

**Tour of Duty:** The supervisor will be responsible for discussing and establishing the employee's new tour of duty, if applicable.

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