
MANAGEMENT

**LEAVE AND PERSONAL TIME IN CONJUNCTION WITH
INTERNATIONAL AND DOMESTIC TRAVEL**

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PURPOSE This guide describes the policy and restrictions on the use of annual leave in conjunction with international and domestic travel including meetings, inspections, training, etc.

DEFINITIONS

- **Travel.** Includes international and domestic travel.
 - **Travel Status.** Official duty time away from the office including travel time, as well as time spent performing work, attending meetings, training, etc.
 - **Personal Time.** Any period of time that is not official leave or duty status time.
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POLICY

- In compliance with Agency policy, the use of annual leave in conjunction with official travel is strongly discouraged with the exception of an occasional day or two. When requested, the number of annual leave and personal days should be less than the number of travel status days.
 - Annual leave planned in conjunction with official travel should not contribute to the appearance that the official travel is being organized to fit into the personal travel and leave preference of the employee.
 - Any planned annual leave before, during, or after travel must be noted on the travel order.
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- Weekend days while on travel are counted as personal time not leave time with the following exceptions:
 1. Travel that spans over a weekend, e.g., meetings/conferences of more than one week or extending from one week to the next and inspections requiring the employee to be on travel status over a weekend; and
 2. Commissioned Corps employees where weekends are considered official business unless the employee has requested leave.
 - Any part/amount of a travel status day, including weekends and holidays, counts as a whole work day when calculating the number of annual leave and personal days allowed.
 - Neither FDA nor CDER is responsible for any travel expenses related to annual leave or personal time (in conjunction with official travel) incurred by a traveler, if the Agency makes the decision to cancel the official travel.
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RESPONSIBILITIES

- **The supervisor will ensure:**
 1. Personal travel preferences of employees do not compromise the planning and conduct of official travel; and
 2. Planned leave and personal time before, during, or after travel is noted on the travel order.
 - **The employee will ensure** that requested annual leave and personal days in conjunction with official travel be less than the number of travel status days.
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EFFECTIVE DATE

This guide is effective upon date of publication.