



Ministry
of Defence



MINISTRY OF DEFENCE STATEMENT OF CIVILIAN PERSONNEL POLICY

CHANGE OF WORK LOCATION: LEAVE AND THE LEAVE TRAVEL SCHEME (LTS) WHILE OVERSEAS

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Leave Travel Scheme (LTS) while Overseas-U

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LEAVE AND THE LEAVE TRAVEL SCHEME (LTS) WHILE OVERSEAS

Leave while overseas, including Maternity Leave and Public and Privilege Holidays

Annual leave

While overseas you retain your standard annual leave entitlement and the normal rules that govern annual leave still apply. However, the exception to this is that you can accumulate up to 30 days annual leave during your overseas tour of duty which can either be taken in the overseas area or on your return to the UK with the agreement of your Line Manager. Accumulated leave cannot be used to shorten your tour of duty. The following restrictions apply to accumulated leave:

- If you undertake a consecutive tour at the same location any accumulated leave from the previous tour not taken within 6 months of the start of the new tour of duty will be lost.
- If you take leave after completion of your of duty overseas, allowances such as COLA do not continue in payment while you are on leave.
- If you arrive in UK during the first 6 months of the leave year, accumulated leave, together with your leave allowance for the current year is your total allowance and must be taken within that leave year, but up to the usual 10 days may be carried over to the following leave year.
- If you arrive back in UK during the last 6 months of the leave year you can carry across the whole balance to the following leave year, but you will only be allowed to carry over up to 10 days into the leave year following this.
- You can usually take accumulated leave while travelling back to the UK, or once in the UK prior to taking up your new post, but this will be with the agreement of your new Line Manager and the needs of the MOD.

Special paid and unpaid leave for domestic reasons

The normal special leave regulations still apply when you are overseas.

Public and privilege Holidays

You are allowed the same number of days as in the UK. However, overseas areas might observe national/local public holidays and you will receive local advice regarding this.

Maternity leave while overseas

The usual maternity leave regulations apply when you are serving overseas, but some of your allowances and entitlements will be affected if you go on to a period of unpaid maternity leave. However, the MOD is prepared to allow you to travel at public expense to the UK (or the country from which you were recruited) for the purpose of maternity leave.

The effect of maternity leave on your allowances and entitlements

Paid maternity leave

While you are on paid maternity leave in the overseas area your existing allowances and entitlements will continue.

Unpaid maternity leave

Your existing allowances and entitlements will be affected from the date you go on to unpaid maternity leave.

The following allowances and entitlements will stop:

- Payment of COLA (and DPA where appropriate)
- Free accommodation and utilities, including payment of Overseas Rent Allowance (ORA)

If you go onto unpaid leave, you and your dependants are entitled to a return passage to the UK at public expense. This will enable you to be on exactly the same footing as any other individual on unpaid maternity leave in the UK. Alternatively, with the agreement of the local housing authority in your overseas area, if you choose to remain in the overseas area with a view to return to work within a reasonable timescale, you may rent official accommodation. If you occupy private accommodation under the ORA scheme and wish to remain in it you will be responsible for payment of the rent and utilities and any other charges raised by the Landlord.

Effect on COLA/LOA

If you are married to another UKBC or to a member of the Armed Forces, there will still be an entitlement to occupy a married quarter. However, the rate of COLA/LOA in issue to the spouse would be adjusted to reflect the change in circumstances. The accommodation provided would also have to be reviewed to take into account any change in the head of household status.

Access to local facilities

Your UKBC status will not be affected by your decision to take unpaid maternity leave in the overseas area and you will continue to be entitled to have access to medical and other facilities, such as the NAAFI.

Career break following on from unpaid maternity leave

The above regulations governing unpaid maternity leave also apply if

undertake a career break. If you wish you and your dependants can return to the UK or country where you were recruited from at public expense. Your personal effects can also be returned at public expense as long as the career break is for more than 12 months.

Special Leave prior to departure overseas

You are entitled to 3 days special leave prior to your departure overseas to deal with last minute arrangements.

Resettlement Leave on return to UK

If you have served overseas for at least 12 months you are entitled to 1 week's special paid leave immediately on return. If you have served for less than a year you can only be granted this leave if you have been transferred to a new location resulting in a move of home at public expense. This is additional to any leave allowed under a preliminary visit under the UK transfer rules.

If you have returned on retirement/resignation leave is not allowed.

The Leave Travel Scheme (LTS)

Purpose

To enable you and dependents to travel back to the UK (or other place of normal residence) in order to maintain links with family and friends at home.

Eligibility: Transferred on Temporary Terms (i.e. less than 12 months)

One return trip to the UK (or other place of normal residence – see Tips, Hints and FAQs) if you are posted for between 9 and 12 months (more than 12 months will be treated as a permanent transfer). You need to complete 6 months in post before qualifying for leave travel.

Eligibility: Transferred on Permanent Terms (i.e. more than 12 months)

Your eligibility is determined by the following criteria:

- To qualify for your first LTS journey you must have to complete 12 months service overseas. Thereafter, each completed 12-month period overseas qualifies you for a further LTS journey (e.g. a full 3-year posting would qualify for 2 LTS journeys). Once you have qualified for a journey, you can take it any time during the following 12 months. You may if you wish anticipate your LTS entitlement in advance of your expected 12 months service overseas. Where you do, this must not be by more than 6 months prior to eligibility. If you do and later fail to complete the expected 12 months criteria for normal eligibility, the cost of the LTS must be reimbursed in full.
- If you were originally posted to your overseas area for 12 months and you are extended by a minimum of 6 months (i.e. 18 months in total) you can travel under the LTS to the UK (or country of recruitment) after completion of the 12 month qualifying period.

- You, your spouse, civil or unmarried partner (who has been formally recognised by the MOD in the overseas area) and recognised dependent children, who are unmarried, not gainfully employed, and would ordinarily have been eligible for Child Benefit had you and they been resident in the UK can only travel back to the UK or other country of normal residence/recruitment (see Tips, Hints and FAQs). You cannot travel back to a third country under the LTS.
- All UKBC staff are eligible to travel under the LTS regardless of marital status.
- You and recognised dependent members of your family may travel independently from one another but if you do, the total cost must not exceed the cost of travelling together.
- You must use your leave travel scheme entitlement at least 3 months prior to your tourex date and annual leave must be taken when travelling to and from the overseas area, i.e. leave does not start once you are back in the UK. There is no entitlement to additional leave for the LTS period. Line management have authority to approve within this period where justification exists but not within one month of tourex.
- If your spouse/civil partner/partner is a member of the Armed Forces then they cannot travel under the civilian LTS, because they would have an entitlement to leave travel under their own military scheme.

Methods of travel

Class of travel

Under the LTS all travel will be by Economy Class flights and Standard Class rail, regardless of your normal business entitlement. Consequently, PAT refund limits will be based on Economy and Standard Class travel.

Air travel

You must use RAF trooper/MOD Charter flights (e.g. Brunei, Cyprus, Falkland Islands, Germany, Gibraltar and Washington) if they operate to and from your overseas area. Otherwise, flights must be by the cheapest economy class fare, unless there is a Get You Home travel limit. Depending upon availability of RAF Trooper/MOD charter flights or PAT may be authorised based on Concessionary Travel for Families (CTF) or where available the cheapest economy class fare.

Privately Arranged Travel (PAT)

Where deemed appropriate you can make your own private arrangements for your leave travel and claim your travel costs back within the refund limit set by your local admin office (where one exists) or UK sponsor branch. The limit for air travel costs will be set by reference to the Concessionary Travel for Families (CTF) for Getting You Home (Overseas) rates where they exist. These are contained in **JSP 752: Tri-Service Regulations for Allowances**. For locations not shown in **JSP 752**, air travel costs will be set by DPRC guidance based on the cheapest economy fare. Your travel can be

undertaken, combining official and private means: e.g. use a RAF trooper/MOD charter flight and make your own arrangements for the onward travel in the UK. For example; when travelling to the USA, the Charter to/from Washington DC may be used and a PAT limit set by reference to the additional air travel to the final US destination. Alternatively and where considered more appropriate, the CTF for Getting You Home will be used for the whole journey. The local admin office or UK sponsor branch will advise you on whether any restrictions apply to part of your PAT to/from your location. You will be given a refund limit for the UK legs of your journey.

For more details on PAT see **Change of Work Location: Travel to and from Locations Overseas** – Making your own private travel arrangements by air or by car/motorcycle and ferry. Where you are making your own travel arrangements you should still endeavour wherever possible to do so in the most cost effective manner within your set PAT Limit (e.g. by advance bookings, using off peak rates etc).

MOD hire cars

For your travel to and from the airport of arrival/departure in the UK the travel would normally be undertaken by rail at standard class but, where it is cost-effective (i.e. within the cost of the standard class rail fare for all entitled family members) and practicable to do so, you can use an official MOD hire car. You must return the hire car immediately once the leave destination/airport of departure has been reached and must not be retained throughout the leave period itself. You may claim petrol costs at the PTRMMA rate for your travel to and from the airport of arrival/departure in the UK as long as it is within the cost of the standard class rail fare for all entitled family members. Where leave travel is under PAT arrangements an official MOD hire car must not be used.

Subsistence expenses during leave travel

While travelling under the LTS you are on leave and therefore, subsistence allowances (e.g. accommodation and food) cannot be claimed.

Approval of Journeys and Arrangements for Return Flights

Your leave travel must be pre-authorised by your line manager. If you undertake your leave travel without prior approval, your claim for travel costs will be disallowed. You should apply for your leave travel entitlement using the appropriate form. Approval of your application will be your authority to travel. If you are undertaking your travel by RAF trooper/MOD Charter flights then these should be booked via the usual channels.

Claiming your travel costs

Claims relating to your travel costs under the LTS should be submitted on **HR Form 059: MOD Claim for Travel and Subsistence: Overseas Transfer**.

TIPS HINTS AND FAQS

Q1. I am travelling using a PAT refund limit. I want to break my journey and stay in a hotel overnight. Can I claim for this as long as it's within my PAT

cash refund limit?

A. No. Subsistence can only be claimed during your journey if it would have been claimed during the normal method of travel to the overseas location – and there are few official routings that would give rise to an entitlement to claim subsistence. Of course, if it is appropriate to claim subsistence then you can claim it within the PAT refund limit. If in doubt, check with DBS.

Q2. I am, serving in Australia and the flight-time to the UK is over 20 hours. In determining the class of air travel permitted for Leave Travel, is no allowance made for the time spent on board the aircraft?

A. All LTS travel must be by economy class air fares and standard class rail. However, a concession has been allowed for staff who are posted to the Far East, Australasia and South America. This concession allows staff to “bank” one year’s LTS entitlement and carry it forward to the following year and then combine the value of the two economy class return journeys to put towards one business class return flight to the UK.

Q3. I was living and working in Denmark (my place of normal residence) at the time I was recruited into the MOD to work in Cyprus. Can I not use my LTS entitlement to travel to Denmark instead of the UK?

A. Yes. The aim is to enable you to spend time at home and with your close family and friends. Although most MOD civil servants will have their homes in the UK we recognise that some have been recruited from third countries (however, see Q4 below).

Q4. Although we were living in the UK before being posted overseas, my husband is Australian. Can we use the LTS to visit his family in Australia rather than going to the UK?

A. No. The aim is to return you to the country you were living in prior to your overseas posting. If you had remained in the UK, the cost of visiting your husband’s family in Australia would have been for you to bear. Just because you are working overseas doesn’t alter that.