

## 1.5 PAY, ALLOWANCES AND LEAVE

### 1.5.1 HOW ARE YOU PAID

APRE is the section in headquarters that is responsible for pay and allowance administration. Your salary cheques and pay stubs are actually prepared by the Department of Supply and Services (DSS) and then sent to External Affairs for distribution. Allowances are deposited directly to your account by DSS.

When you join the foreign service, DSS is given basic data concerning your salary level, tax-withholding status and check-offs. Any alterations to your deductions caused by changes in your classification or family composition are similarly provided. Salary revisions arising from contract settlements are dealt with automatically by DSS and are normally reflected in your pay cheque within two months. The awarding of Acting Pay and Performance Pay is a more time-consuming process because authorization must first come from the Personnel Operations Division (APO) before APRE can requisition a cheque from DSS.

Before you begin your posting, APRE will give you an EXT 30 - Statement of Pay and Allowances - which has been completed according to your entitlements at that time. (See Figure 3). Keep this form in a safe place or transfer the information thereon to the Personal Worksheet found in Appendix F to this Handbook.

While you are abroad, your pay and allowances will be deposited into the bank account you have designated for that purpose. (See Figure 4 - Form EXT 271 Request to Deposit Cheques(s) ). Salary is deposited every two weeks and allowances monthly. Supplementary cheques are deposited when received. Deposits are generally made "by hand" to banks in central Hull and Ottawa and mailed to outlying branches. Cheque stubs, Allowance Information statements and duplicate copies of bank deposit slips (See Figure 5) are normally sent to posts once a month for distribution. When you examine these forms, take note that Posting loans are recovered from your salary while items like Shelter Cost and Security Deposit advances are payable separately or recovered in cash.

Three of the FSDs provide benefits based wholly or partially on the incentive-inducement principle. These are the Foreign Service Premium (FSD56), the Post Differential Allowance (FSD58) and the Foreign Language Allowance (FSD59). The Foreign Service Premium and Post Differential Allowance are payable for the duration of your overseas assignment but payments may cease or be modified by temporary absences from duty or changes in the size of your family at the post. You and your post administration have the joint responsibility to keep APRE informed of any prolonged absences or changes in family status. This should ensure that you continue to receive the proper amount each month and are not inconvenienced by your employer's need to recover any overpayments.