

authorized to take leave under this Directive. See Chapter 5 of this Handbook under Post Attributable Illness or Injury for medical and related expense claims procedures.

FSD 48 — Special Leave

FSD 48 provides authority for leave beyond the entitlement in your collective agreement in situations involving, family-related responsibilities or bereavement, which may pose more personal hardship for an employee working abroad than in Canada. Up to eight days of leave may be extended in respect to any one circumstance. Responsibility for authorization of FSD 48 leave rests with the Staff Relations Section (SBE).

FSD 50 — Foreign Service Vacation Travel Assistance

Entitlements

FSD 50 applies to you and your accompanying dependants at the mission. Where educational facilities at the mission are not compatible and you have dependants attending school away from the mission but not in Canada, those dependants are also eligible for benefits. Employees are given an option to claim:

- 1) a transportation entitlement which is fully accountable based on full (Y) economy class fare Post/Ottawa/Post; or
- 2) a non-accountable foreign service vacation travel allowance of:
 - 90% of full (Y) economy class fare for those posts for which a stopover would be authorized for relocation travel,
 - 80% of full (Y) economy class fare for those posts for which a stopover would not be authorized, or
 - where (Y) fare is not existent the allowance is based on 100% of the Y2 fare.

Please note that employees must/must travel and although the benefit is nonaccountable, may be required to provide evidence that travel has occurred!

1. Employees may return to headquarters, or any alternative destination, at the completion or termination of each posting. In a cross-posting situation, should you be asked to defer your return provided normally under FSD 15 for operational reasons, you may use this entitlement during the next posting;
2. Frequency of entitlements are calculated as follows:
 - at A-level (non-hardship) missions, once per tour of duty of three years or more,
 - at Level I or II hardship missions, once per two year tour of duty, twice per three year tour of duty plus one trip for each additional year beyond three years,
 - at Level III, IV and V missions, the same number of trips per tour of duty as the number of years in the tour of duty;
3. Employees returning to Level III, IV and V missions may claim for unaccompanied excess baggage, or an air shipment, whichever is the lesser cost of up to 20 kilograms for the employee and each accompanying dependant from Ottawa to the mission.