

Leave Instructions

GENERAL

2-1 General Conditions Affecting Leave

- 2-1-1 All arrangements respecting leave are subject to the exigencies of the
(2-1-1) service.
- 2-1-2 Salary, and allowances where applicable, will be paid during any leave
(2-1-2) authorized by these instructions unless otherwise expressly provided.
- 2-1-3 Nothing in these instructions shall be construed as authority for the
(2-1-3) payment of travelling expenses of any kind to an F.S.O. or F.S.E. who is on
 leave without pay or who is absent without leave.
- 2-1-4 Notwithstanding the maximum entitlement to home leave and annual
(2-1-4) leave under 2-51 and 2-20, the combined total of such leave taken by an F.S.O.
 or F.S.E. in one fiscal year may not exceed a period of three calendar months
 without the prior approval of the Director.
- 2-1-5 In computing periods of leave, "days" mean working days; "working
(2-1-5) days" shall not include Sundays or any of the days observed as holidays under
 2-13 and, where the hours of work are on the basis of a five-day week, shall not
 include Saturdays.
- 2-1-6 Where the hours of work at a post are changed from the basis of a six-day
(2-1-6) week to the basis of a five-day week, the annual, sick and special leave credits
 of an F.S.O. and F.S.E. at that post will be reduced by one-sixth and where the
 hours of work at a post are changed from the basis of a five-day week to the
 basis of a six-day week, the annual, sick and special leave credits of an F.S.O.
 and F.S.E. at that post will be increased by one-fifth.
- 2-1-7 The Head of Post shall ensure that the Director has advance notice when
 any F.S.O. is absent from his post on leave, in order that the Director may
 know where to communicate with the F.S.O. should any urgent need arise.
 F.S.O.'s are also required to leave a forwarding address with the Assistant
 Director (Personnel) when they return to Canada on home leave.

2-2 Normal Place of Residence in Canada

- 2-2-1 The normal place of residence in Canada, for travelling time and home
(2-2-1) leave purposes, will be determined by the Director in the light of the family
 circumstances of each F.S.O. and F.S.E., taking into consideration any
 representations by him concerning "parental" home.
- 2-2-2 The normal place of residence in Canada for personnel seconded for duty
(2-2-2) with the Trade Commissioner Service usually will be considered to be Ottawa.

2-3 Effective Date

- 2-3-1 Annual leave credits begin to accrue at the post rate from the first day of
(2-3-1) the month of arrival at the post abroad where an F.S.O. or F.S.E. arrives on or
 before the 15th of the month, and from the first day of the immediately
 following month where he arrives after the 15th of the month. On transfer to
 Canada annual leave credits begin to accrue at the Canadian rate of one and
 one-quarter days per month on the first day of the month where an F.S.O.
 or F.S.E. reports for duty on or before the 15th of the month, and on the
 first day of the immediately following month where he reports after the 15th
 of the month.