

FSD 15 — Relocation

This major directive deals with all aspects of relocation:

Travel reservations and entitlements.

Employees are now required to secure in writing any advice received from their department that contradicts the directive.

Canadian carriers shall be used for all or part of the transportation, unless the cost or travel time is significantly increased.

Employees cannot collect or use frequent flyer points, free tickets or any other promotional item earned as a result of FSD travel.

Expenses for a Physically Disabled Traveller

Certain expenses may be claimed as incidental relocation expenses (See 15.10)

Insurance

Employees may claim reimbursement of the cost of insurance to cover repairs or replacement of lost or damaged luggage, except where such coverage is provided by the carrier.

Shipment and storage of household effects and private motor vehicles

Household effects may be placed in storage subsequent to an employee's relocation under certain conditions (15.13(a) Instruction 6)

Restrictions applying to shipments are revised to recognize containerized shipments

The definition of a family car (PMV) is revised to correspond to the Relocation Directive

Payment of PMV shipment expenses have been extended to certain situations of local purchase (15.17)

Compensation for loss and damage

Dollar amounts are revised in accordance with the Relocation Directive (15.18(a))

Living expenses in temporary accommodation

Where a HHT (House-Hunting Trip) has been authorized, employees with children 9 years of age or less residing in the principal residence may claim child-care expenses for a maximum of 4 days while effects are packed and loaded and unloaded and unpacked.

Family separation expenses

Provisions are revised to include situations, normally once in an employee's career, where an employee's spouse remains in Canada for reasons of education or employment. Assistance is limited to waiver of the applicable shelter cost and limited assistance in temporary accommodation.

Relocation in specific circumstances

Provisions for relocation in specific circumstances are redrafted to recognize retirement, workforce adjustment and extended periods of leave without pay