

1. taken as leave after accrual or carried over from year to year;
2. accrued credits may be cashed in, in part or in full (although you should be aware that this dollar value is taxable), once per fiscal year on the basis of your salary on the previous March 31, or;
3. any time you are abroad or in conjunction with relocation travel, 10 days of accrued leave may be traded in exchange for a transportation entitlement to reflect 85% of one full adult return economy air ticket (Y) based on the return fare from your mission and Ottawa. If a "Y" fare is not available, a "Y2" fare must be used. This transportation entitlement is accountable within the fiscal year it is used.

FSD 47 – Leave for Post Attributable Injury and Illness

FSD 47 authorizes you to be absent with pay if you receive an injury or contract a disease under circumstances which would not normally occur in Canada and which is not covered by Workers Compensation. No charge to your regular sick leave or other leave credits is made when you are 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 (ABE).

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 available the allowance is based on a 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;