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It is wise to hand carry to the place of assignment professional credentials, transcripts of marks, letters of reference, work samples, and a good resume to the post.

Upon return to Headquarters, you may wish to participate in some of the workshops at the Posting Services Centre which focus on employment in Canada. You could also work out a job search strategy with the Employment Officer. You may leave an up to date resume on file, and fill out a spousal employment form so that your employment history can be entered in the Data Bank. Occasionally, requests are received for applicants from our files. For the most part, however, it is up to the individual to look for specific job openings. The Employment Counsellor can help with suggestions on resume format, appropriate places to apply, and liaising with the Public Service Commission, for those who would like to work in the public service.

Whether abroad or in Ottawa, be sure to send your current address to The Posting Services Centre so that you continue to receive "Direct Communication With Spouses" mailings, and the magazine, Liaison.

- Spouses Presently Working: Leave Without Pay

Those employed with the Public service should look into the possibility of obtaining work abroad at the mission, or else a leave of absence from their present position, to facilitate re-employment once they return. Under the agreement between the Treasury Board and the Public Service Alliance of Canada, at the request of an employee, leave without pay for a period of up to five years shall be granted to an employee whose spouse is temporarily relocated. Superannuation contributions must be paid for periods of leave without pay. Contributions are compulsory, and are double the amount the contributor would have paid if he or she had not been absent. They are paid at the double rate since the employee has to pay both his or her own share and the government's share of contributions.

Upon the employee's return to duty they may be paid either:

- a) in a lump sum payment within thirty days of the employee's return to work, or