

your counterpart in Ottawa. It is not intended to shelter you from the effects of inflation in Canada or to keep your purchasing power at the same level as when you arrived at the mission.

The Post Index is simply a number that indicates the relationship between retail prices paid by, on average employees at a mission abroad for a specific basket of goods and services relative to retail prices for the same goods and services in Ottawa. Price levels in Ottawa are deemed to be constant at 100. Therefore, if the post index is 120, this indicates that retail prices for these goods and services are about 20 per cent higher, on average employees at the mission than in Ottawa.

Your actual salary at the commencement of your posting is used to determine the percentage of your salary that will be indexed for the duration of that posting. For employees earning less than \$58,306 (1994 rates), disposable income is considered to be 55 per cent of salary; for those earning more, disposable income is considered to be 50 per cent. Salary Equalization is calculated by applying the difference between the post index and 100 (which is the Ottawa index) divided by 100 x to your disposable income and is paid on a monthly basis. Salary Equalization is not a constant amount and will be adjusted upward or downward depending on relative changes in the Post Index. No payments or recoveries are made when the Post Index is 100 or less.

The post index is established by Statistics Canada on the basis of cost-of-living surveys conducted by Missions. All post indexes are reviewed monthly and any changes that may be warranted on the basis of information from a variety of other sources, (including exchange rate information, information on inflation in Canada and statistical information generated by other countries), are reported to the Department. Statistics Canada is solely responsible for administering the post index methodology as agreed to in the National Joint Council Committee on the Foreign Service Directives. Any adjustments in the level of a post index following a review are implemented on the first day of the month following the month in which the review was completed.

Statistics Canada has consistently employed objective methodology in a timely fashion and provisions have been made for conducting special reviews about every two years following reports of exceptional developments received from missions.

Note — For up-to-date Post Indices, refer to the *Schedules to Foreign Service Directives and Meal Rates* published monthly by ABD.

## 2.10 Leave and Travel Entitlements

It's very important for you to keep track of all of those leave entitlements! You and your supervisor are responsible for ensuring that all leave taken is properly recorded. The leave unit of the Compensation Section (ABP) maintains the records of leave entitlements, usage and balances. Managers are to maintain a leave file on each employee under their supervision. One copy of each approved leave application is to be sent to the ABP leave unit. For employees abroad, this may be done through administration at the Mission. You should also maintain your own leave file, place in it copies of leave forms and the annual leave credit statements. This will enable you to determine your leave balance at any time, and to reconcile your records with the annual leave statement sent to you by ABP. The following FSDs govern some of your leave entitlements.

### FSD 44 — Holidays

FSD 44 ensures that you get the same number of statutory holidays abroad as you would be entitled to in Canada. However, it allows for the substitution of local holidays in accordance with the traditions or customs of the host country.

### FSD 45 — Foreign Service Leave/Option

In addition to leave entitlements under your collective agreement or compensation plan, Foreign Service Leave gives you an extra 10 days of leave each year as a premium for service abroad. (This leave entitlement is accumulated at the rate of 10/12 days per month or 10 days per year.) This leave entitlement may be utilized with ABPF approval in three different ways: