

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

## **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. Compensation Services Division (SBP) 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 SBP. 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 SBP. 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 is accumulated at the rate of 10/12 days per month or 10 days per year.) This leave may be utilized with SBM approval in three different ways:

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), on the basis of your salary in effect on the preceding March 31, or;
3. any time you are assigned abroad or in conjunction with relocation travel to or from a Post, 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 to the Headquarters city. When there is no "Y" fare, 100% of the "Y2" fare shall be used. The accountable advance shall be accounted for in full on completion of all travel for which the advance was issued, or one year from the date of issuance of such advance, whichever is earlier.

### **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 (SBE).