

MERIT AWARD

Shortly after arriving in Caribbean and Central America Relations Division from a posting in Bangkok, Miss Samuel



On September 9, 1988, Miss Marianne Samuel was presented with a Departmental Merit Award by Mr. M. R. Bell, former Assistant Deputy Minister, Latin America and Caribbean Branch (LCR). Miss Samuel, Divisional Secretary in LCR, was nominated for this award by Mr. Bell, in formal recognition of her outstanding performance.

was thrust into a continuing series of crises which imposed urgent demands on her time and skills. In the fall of 1987, she was a key member of the team responsible for the organization of Mr. Clark's visit to five Central American countries and team secretary on the visit itself.

On the day that the delegation returned

to Ottawa the Haitian crisis broke. She responded without hesitation. Throughout this period Miss Samuel showed efficiency, imagination and energy. Her dedication, good humour and self-discipline were a tonic to her co-workers.

At the time of the award presentation, Miss Samuel was in the midst of yet another crisis situation as hurricane Gilbert hit the Caribbean in September, 1988. She was presented with a Merit Award Certificate and an Incentive Award of \$500.

SUGGESTION AWARD

On November 10, 1988, Mrs. Jacqueline Johnson, a clerk in the Passport Office in Halifax, was presented by Mr. Jacques Perron with a Departmental Suggestion Award.



Mrs. Johnson suggested the use of a plastic transparency to ensure that international size standards are met for passport photo applications. Mrs. Johnson received a certificate and a \$200 award in recognition of the improved efficiency and effectiveness of Departmental operations resulting from her suggestion. Within a week of the award presentation, Jacqueline delivered her first child, Chantal. Best wishes to her and her family.

SELF-FUNDED LEAVE

On June 3, 1988, Treasury Board announced its approval of a Self-Funded Leave (SFL) plan for Public Servants. The plan was facilitated by new income tax legislation which allows the partial deferral of annual salary and income tax. This new facility was combined with leave without pay provisions in Collective Agreements to establish an SFL plan. Due largely to our expressed interest, External Affairs will be one of six departments to introduce the plan.

In early 1987 the Management Committee approved a Planned Leave Without Pay (PLWOP) scheme for Foreign Service Officers. The major hindrance to the plan has been the lack of a provision in the Income Tax Act for salary deferral, a strategy generally necessary to plan leave without pay. The following are key points from our proposed plan, submitted for Treasury Board approval:

- employees may apply for SFL for a period of six months to one year.
- deferred salary of up to 33 1/3 per cent is placed in a trust account inaccessible until the period of LWOP. Release of funds in urgent situations requires the approval of the Director General, Personnel Operations.
- employees taking SFL must return to work for a period as long as the leave taken. Reintegration into the Public Service is assured for up to a year.
- SFL is not a form of RRSP, a tax shelter, or pre-retirement benefit.
- employees must give 18 months notice of intent to take SFL. The maximum salary deferral period is five years. Either employee or employer may postpone the leave for up to one year, with a maximum of seven years to pay into the plan and withdraw all money from it.
- the period of leave may be used for any purpose, including alternate employment, provided Conflict of Interest Guidelines are respected. SFL may be taken more than once.