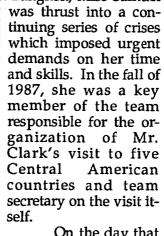
MERIT AWARD

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



On the day that the delegation returned aitian crisis broke. She

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 hurrican e Gilbert hit the Caribbean in September, 1988. She was presented with a Merit Award Certificate and an Incentive Award of \$500.



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.



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.

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.



SELF-FUNDED LEAVE

On June 3, 1988, Treasury Boardannounced 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.