

1.5.6 LEAVE ENTITLEMENTS

APRE (in Ottawa) and Post Administration (abroad) are responsible for keeping accurate records of your leave entitlements. This is normally done on a special card known as an ALOSS (Attendance, Leave, Overtime and Shiftwork System). Whenever you are transferred, your ALOSS follows you from one assignment to the next.

FSD 44 - Holidays - 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 has been revised under the 1982 Directives and is now known as **Foreign Service Leave**. In addition to leave entitlements under your collective agreement or compensation plan, Foreign Service Leave gives you an extra ten days of leave each year as a premium for service abroad. This leave may be used in three different ways:

- (1) taken at any time or carried over from year to year,
- (2) accrued credits may be cashed in, in part or in full, once per fiscal year on the basis of your salary on the previous March 31, or
- (3) anytime you are abroad, ten days of accrued leave may be traded in exchange for a transportation expense benefit up to the cost of one adult return air economy ticket between your post and Ottawa

FSD 47 - Leave for Post-Attributable Injury and Illness - authorizes you to be absent if you receive an injury or contract a disease under circumstances which would not normally occur in Canada. No charge to your regular sick leave or other leave credits is made when you are authorized to take leave under this Directive.

FSD 48 provides authority for **Special Leave** beyond the entitlement in your collective agreement. The basis for this Directive is that a given situation may pose more personal hardship for an employee working abroad as opposed to his or her counterpart in Canada. A limit of eight days of leave may be extended in respect of any one circumstance. Responsibility for authorization of special leave presently rests with APRS.

Chapter Four of this Handbook deals further with some of your Leave options while you are at the Post. It also describes your related travel entitlements under **FSD 50 - Foreign Service Travel Assistance** - and other Directives designed to cover special circumstances.