

maximum determined in the Collective Bargaining Agreement. Any monies owing (posting loans etc.) will be recovered from the above payments.

5. The Mission Administrator will be able to assist with travel arrangements and final removal from the mission according to the FSDs and advise as to which expenses relating to the death are covered by the Department.
6. Ensure that the Mission Administration notifies headquarters immediately of the nature of the death — in line of duty, accidental, or due to illness.
7. Survivor's benefits to be applied for include:
  - a) Death Benefit
  - b) Superannuation (widow or widower, child, student)
  - c) Medicare (widow or widower, child, student)
  - d) Canada Pension (Death Benefit, Spouse's Allowance, Child's Allowance)
  - e) Public Service Management Insurance Plan

It is suggested that the survivor return to Ottawa to facilitate the processing of benefits. Expenses from place of permanent residence in Canada to headquarters are not covered by the Department.

8. Documents required to apply for benefits:

- a) Employee's proof of age
- b) Employee's Certificate of Death
- c) Employee's Marriage Certificate (divorce papers etc.)
- d) Spouse's proof of age
- e) Children's and/or student's proof of age
- f) Social Insurance Numbers of family members

9. It is suggested that legal advice be obtained concerning Ontario (or applicable province) Family Law regarding the settling of an estate.

10. For assistance within the Department, contact the Employee Assistance Program Counsellors, the Head of Benefits Policy and Implementation Section (ABMA) and the Counsellor, Superannuation Section.

## FSD 66 — Provisions

Special provisions exist under FSD 66 — Death Abroad of an Employee or His/Her dependant — to assist the survivors in the event of the ultimate crisis. In general terms, this means the employer will authorize payment of specified expenses over and above those that would normally have been incurred had death occurred in Ottawa. These expenses, less any amounts payable under workers' compensation or other laws, are specified:

1. Transportation expenses for repatriation of the body from the mission to the place of interment minus the transportation expenses that would have been incurred between the place of interment and headquarters;
2. At the place where death occurred, the costs of the following, which are in excess of those which would have been incurred in Ottawa:
  - a) ambulance or hearse
  - b) embalming
  - c) cremation
  - d) outside case for a coffin
  - e) any other excess essential costs