

National Joint Council

Foreign Service Directives : April 1, 2025

Part I - General

General

Introduction

The Foreign Service Directives are co-developed by participating bargaining agents and public service employers at the National Joint Council of the Public Service of Canada.

Purpose and Scope

The Foreign Service Directives are designed to provide a system of allowances, benefits and conditions of employment that, in combination with salary, will enable departments and agencies to recruit, retain and deploy qualified employees in support of government programs outside Canada.

It is important that employees who are or will be serving on assignments outside Canada have access to these directives and, as well, to information as to their application and interpretation. It is particularly important that employees should be provided with a detailed briefing with respect to the specific application of those directives and related provisions and procedures which impact on their assignment outside Canada, before departing for that assignment. The Department of Foreign Affairs, Trade and Development conducts pre-posting briefing programs in Ottawa for career foreign service employees and foreign assignment employees. Wherever possible and practicable, employees should be authorized to attend this program prior to posting, notwithstanding that they are not employees of the Department of Foreign Affairs, Trade and Development.

Principles

The Foreign Service Directives reflect the following principles:

Comparability - insofar as is possible and practicable, employees serving abroad should be placed in neither a more nor a less favourable situation than they would be in serving in Canada.

Incentive-inducement - the employer must provide certain additional incentives both to attract foreign assignment employees to serve an occasional assignment outside Canada and to recruit and retain career foreign service employees.

Program-related provisions - to ensure that employees abroad will be provided with the means to carry out the programs assigned to them.

To achieve the objectives of the Directives, consideration will continue to be given to situations which may arise which are not specifically dealt with in the Directives but which fall within the intent of the Directives as described in the basic principles outlined above or explained in the Introduction to a specific directive.

While the provisions not identified within these directives will not normally be reimbursed, the deputy head may, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, authorize payment of expenses in exceptional circumstances resulting from foreign service and not to correct fault, error or negligence on the part of an employee or dependant, or personal choices.

In a crisis situation which requires an immediate response, the deputy head may authorize this payment of expenses without a recommendation from the appropriate foreign service interdepartmental coordinating committee.

The principles of comparability, incentive-inducement and program related provisions would be considered on a case-by-case basis. Where the deputy head exercises discretion under this section, the details shall be reported to the appropriate foreign service interdepartmental coordinating committee.

Collective Agreement

These Directives are deemed to be part of collective agreements between the parties to the National Joint Council and employees are to be afforded ready access to this policy. The Directives are available on the National Joint Council web site (www.njc-cnm.gc.ca).

It should be noted that a number of collective agreements contain clauses respecting the application of the Foreign Service Directives. It is unlikely that there will be any conflict between the Directives and the various agreements. However, should there be

areas of apparent conflict, the Foreign Service Directives will normally apply, unless the agreement expressly provides that the agreement overrides the Foreign Service Directives. In cases of doubt, the employer and employee representatives have agreed to discuss the problem before any final conclusion is reached.

Grievance Procedure

In cases of alleged misinterpretation or misapplication arising out of these directives, the grievance procedure, for all represented employees, within the meaning of the *Public Service Labour Relations Act*, will be in accordance with section 15 of the National Joint Council By-Laws. For unrepresented employees the departmental grievance procedure applies.

Effective Date

These directives are effective on April 1, 2025.

Employee Responsibility

It is the responsibility of employees to familiarize themselves with the Foreign Service Directives and to seek clarification and/or assistance from their FSD administrator with respect to the application and/or interpretation of a specific directive, as needed.

Loyalty Programs

Employees who participate in one or more travel loyalty programs may collect and redeem travel points and other benefits offered by the travel industry for travel authorized under the Foreign Service Directives. These may be considered taxable benefits when redeemed for personal use and employees should consult the Canada Revenue Agency (CRA) accordingly.

Cyclical Review

To ensure that terms and conditions of employment for employees serving abroad are kept up to date, the Directives are reviewed on a regular basis.

Allowances and Reporting Requirements

Several Directives require verification and/or reports to the Treasury Board Secretariat or to the appropriate foreign service interdepartmental coordinating committee. FSD 70 – Allowances and Reporting Requirements outlines the frequency and details of the verification of allowances and of the various reporting requirements.

Enquiries

Enquiries regarding the Foreign Service Directives may be directed to the [Designated Departmental Coordinators](#) as specified on the NJC website.

FSD 2 – Definitions

These definitions apply throughout all directives. Definitions specific to each directive are found within the definitions section to that directive.

Accommodation (*logement*) means accommodation which the deputy head can approve for an employee and/or dependant as follows:

- (a) **Commercial accommodation** (*logement commercial*) - lodging facilities such as hotels and motels;
- (b) **Self-contained accommodation** (*logement indépendant*) - commercial self-contained accommodation such as corporate residences or apartments and temporary Crown-held staff accommodation equipped with adequate furniture, furnishing and appliances so that employees may prepare and consume meals; and
- (c) **Private non-commercial accommodation** (*logement particulier non commercial*) - private dwelling or non-commercial facilities which the employee or spouse does not own and where they do not normally reside.

Actively marketed (*sur le marché de façon active*) under normal circumstances means a principal residence will be considered “actively marketed” for sale or rent when:

- (a) the principal residence is continuously listed for sale or for rent (except for brief interruptions e.g. to change broker or listings);
- (b) the listing price is consistent with an appraisal, recognizing that the listing price may fluctuate during the listing history;
- (c) the employee is acting in good faith to dispose of the residence; and
- (d) no reasonable offers are refused.

Actual and reasonable expenses (*frais réels et raisonnables*):

- (a) the actual expenses incurred, supported by proof of payment, e.g. receipts and vouchers; and
- (b) the reasonable amount that the employer judges to be both appropriate and justifiable based on experience of what such costs should be in the circumstances, and within the limits of this directive.

Annual salary (*traitement annuel*) means the employee's rate of pay or acting pay, unless otherwise specified, calculated on an annual basis, that is payable in respect of the regular duties performed by the employee in the department.

Appropriate foreign service interdepartmental coordinating committee (*comité interministériel compétent de coordination du service extérieur*) means one of the committees as described in the Guide to the NJC Rates and Allowances whose role and responsibilities are to provide a recommendation and/or a decision on specific interpretation and/or application of FSD provisions.

Career foreign service employee (*fonctionnaire qui fait carrière dans le service extérieur*) means an employee who, as a condition of employment, served abroad pursuant to a rotational pattern throughout the span of their career. This rotational service normally involves assignments to a number of posts but occasionally, due to operational requirements, assignments may be limited to one or a few posts.

Child under a custody arrangement (*enfant avec une entente de garde*) means a child of an employee or spouse/common-law partner who will not be residing with the employee at post but for whom the employee may request family reunion under the provisions of section 51.10 of FSD 51 – Family Reunion; where the child will be residing with the employee at post for at least 12 consecutive months, the child will be considered a dependant while at post and the normal provisions of these directives shall apply.

Compensation day (*jour de rémunération*) means any day other than the one or two days per week designated as a day or days of rest at the mission.

Cross-posting (*affectation d'un poste à l'étranger à un autre*) means the assignment of an employee from one post to another post.

Crown-held accommodation (*logement de l'État*) means accommodation owned, leased, or controlled by the Crown and includes accommodation provided directly to an employee by the host government.

Day (*jour*) when referring to or for the purpose of computing leave or allowances, means compensation day.

Department (*ministère*) means a department or other portion of the public service of Canada:

- (a) listed in Schedules I and IV to the *Financial Administration Act*;
- (b) listed in Schedule V to the *Financial Administration Act* and which is a member of the National Joint Council of the Public Service of Canada and for which the Foreign Service Directives form part of their collective agreements.

Dependant (*personne à charge*) means:

- (a) the spouse or common-law partner of an employee; or
- (b) a biological child, adopted child, stepchild or legal ward of an employee (or of an employee's spouse or common-law partner) who:
 - (i) resides or will reside with the employee at the post; and
 - (ii) is unmarried; and
 - (iii) is either under 21 years of age and continues to be in a dependent relationship with the employee (or with the employee's spouse or common-law partner), or is 21 or more years of age, and is dependent upon the employee (or upon the employee's spouse or common-law partner) by reason of mental or physical disability;
- (c) any other individual who resides or will reside with the employee at the post and who, in the opinion of the deputy head, is dependent upon the employee (or upon the employee's spouse or common-law partner) due to exceptional circumstances; where the deputy head exercises discretion under this section, the details shall be reported in accordance with the provisions of FSD 70.5.

Dependent adult child (*enfant majeur à charge*) means a dependant, within the meaning of (b) of the definition of "dependant", who is not residing with the employee because that dependent adult child is receiving care and/or training at or from an institution in Canada, by reason of a mental or physical disability.

Dependent student (*élève à charge*) except as provided for in section 51.6 of FSD 51 – Family Reunion, means a dependant, within the meaning of (b) and (c) of the definition of "dependant", who is not residing with the employee because that student is in full-time attendance at an educational institution.

Deputy head (*administrateur général*) in relation to a department, except where specified otherwise, means the deputy minister of the department, and in relation to other portions of the public service of Canada, means the chief executive officer

thereof, or, if there is no chief executive officer, such person as the Governor in Council may designate as the deputy head for purposes of the directives.

Employee (*fonctionnaire*) means a person to whom the Foreign Service Directives apply in accordance with FSD 3 – Application.

Employee-couple (*couple de fonctionnaires*) means two individuals assigned to the same post, or to different posts, who are married to each other or who have signed the declaration in Appendix A of this directive where:

- (a) both individuals are employees of the Government of Canada; or
- (b) one individual is an employee and the other is eligible to claim foreign service entitlements from the Government of Canada (e.g., military personnel).

Specific application of the Foreign Service Directives to employee-couples is found in FSD 3 – Application. For the purpose of the directives which may apply to career foreign service employees while in Canada, FSD 16 – Assistance for a Principal Residence and FSD 33 – Education Assistance at a Lycée in Canada, the definition of employee-couple refers to two career foreign service employees who are not on assignment abroad.

Family configuration (*taille de la famille*) means the employee who is at post and the number of dependants who are normally residing with the employee at the post for at least eight months of any consecutive 12-month period as follows:

- (a) **Unaccompanied** (*non-accompagné*) refers to an employee who is not accompanied by a dependant;
- (b) **Accompanied by one dependant** (*accompagné d'une personne à charge*) means that one dependant is residing with the employee at the post;
- (c) **Accompanied by two dependants** (*accompagné de deux personnes à charge*) means that two dependants are residing with the employee at the post; one of such dependants must be a dependent child;
- (d) **Accompanied by three dependants** (*accompagné de trois personnes à charge*) means that three dependants are residing with the employee at the post; one of such dependants must be a dependent child;
- (e) **Accompanied by four or more dependants** (*accompagné d'au moins quatre personnes à charge*) means that four or more dependants are residing with the employee at the post; one of such dependants must be a dependent child.

Foreign assignment employee (*fonctionnaire affecté à l'étranger*) means an employee who has made no commitment to serve abroad throughout the span of their career pursuant to a rotational pattern, but who serves an occasional assignment at a post.

Headquarters (*bureau principal*) means the employee's normal place of duty in Canada as determined by the deputy head at the time the employee is assigned to duty outside Canada; for career foreign service employees, the headquarters city is Ottawa-Gatineau. Where, during the assignment, an employee's status changes from foreign assignment employee to career foreign service employee in accordance with FSD 2 – Definitions, or vice versa, the headquarters city, as determined by the deputy head at the time the employee was assigned to duty outside Canada, remains unchanged until the employee is assigned back to Canada.

Household effects (*effets mobiliers*) means the furniture, household equipment and personal articles of employees and their dependants (including motorcycles) but does not include other private motor vehicles (PMV), livestock or pets.

Kilometric/mileage rate (*taux par kilomètre/millage*) means the rate claimable in cents per kilometre/mile as applicable.

For Canada: <https://www.njc-cnm.gc.ca/directive/travel-voyage/td-dv-a2-eng.php>;

For Outside Canada: <http://www.njc-cnm.gc.ca/doc.php?did=549&lang=en>

Leave (*congé*) means authorized absence from duty and includes vacation leave, sick leave, special leave, compassionate and foreign service leave authorized under the FSD and leave of any other type:

- (a) authorized under the Directives on Terms and Conditions of Employment for Certain Excluded and Unrepresented Groups and Levels; or
- (b) authorized under any Act, in the case of an employee employed under that Act; or
- (c) authorized pursuant to the terms of a collective agreement applicable to the employee, the provisions of which have been implemented in accordance with the Treasury Board General Implementation Order.

Living expenses (*frais de subsistance*) means actual and reasonable expenses for accommodation, meals, laundry, dry cleaning, attendant gratuities, and parking (including valet parking services when it is the only option available).

Lower kilometric/mileage rate (*taux par kilomètre/millage réduit*) means the rate claimable in cents per kilometre/mile as applicable.

For Canada: <http://www.njc-cnm.gc.ca/s3/d478/en>

For Outside Canada: <https://www.njc-cnm.gc.ca/s3/d549/en>

Mission (*mission*) means an office of a department outside Canada.

Medical service provider (*fournisseur de services médicaux*) is normally Health Canada or the provider as designated by the deputy head to provide medical services for an employee or a dependant.

Month of service (*mois de service*) means each calendar month where an employee has earned at least seventy-five (75) hours of pay at a post, except that during a cross-posting an employee cannot accumulate credits on the basis of two periods of ten compensation days within the same calendar month.

Normally residing with the employee at post (*résidant normalement avec le fonctionnaire au poste*) means residing full-time with the employee at the post, notwithstanding temporary absences which do not exceed a period of 120 days within each 12-month period and subject to section 3.6 of FSD 3 – Application. For the purpose of this definition, the first 12-month period shall commence on the date of arrival of the dependant and each subsequent 12-month period shall commence on the anniversary date of the initial arrival.

Period of temporary duty (*période de service temporaire*) means the time spent on official duty at a place outside the area normally serviced by the mission where the employee is assigned, and includes travelling time from the post to the place of temporary duty and return.

Place of duty (*lieu de travail*) refers to a location in Canada or a post at or from which an employee's duties are ordinarily performed, and includes any area which, according to local custom, is within commuting distance of the place of duty. Where an employee relocates to or from a location which is not the place of duty, the provisions and the application of these directives may differ as specified in subsections 15.26.5 and 15.26.7.

Post (*poste*) means a city, community, or other geographic locality in which at least one mission is situated.

Principal residence (*résidence principale*) means a single-family dwelling owned or rented by the employee or dependant residing with the employee which is continuously occupied by the employee or a dependant at the time of the relocation, and which is recorded as the employee's permanent address in the headquarters city on the departmental or agency personnel file. Temporary or seasonal accommodation is excluded from this definition.

Relocation (*réinstallation*) refers to the authorized geographic move of an employee and/or dependant between a place of duty in Canada and a place of duty at a post, or between a place of duty at one post and a place of duty at another post.

Relocation expenses (*frais de réinstallation*) means the cost as applicable of either:

- (a) travelling expenses of the employee and a dependant, and/or packing, crating, cartage, transportation and unpacking of an employee's household effects, and/or long-term storage of household effects where the deputy head has not authorized shipment of such effects to the employee's post, or necessary incidental storage of those household effects which the deputy head has authorized for shipment for a period not exceeding twelve months; or
- (b) the various expenses for which provision is made in FSD 15 – Relocation.

Senior officer (*agent supérieur*) for each department represented at a mission means the person at each mission designated by the deputy head as senior officer or, if no such designation is made, the highest-ranking employee of the department serving at the mission.

Shelter cost (*frais de logement*) means the amount in Canadian dollars which the employee must pay monthly to the employer when occupying:

- (a) Crown-held accommodation; or
- (b) privately-leased accommodation and the employee is in receipt of shelter assistance in accordance with the provisions of FSD 25 – Shelter.

Single-family dwelling (*logement unifamilial*) means living quarters containing the normal amenities necessary for continuous year-round occupancy. The dwelling must be structurally separated and have an entrance or entrances from outside the building or from a common hall, lobby, vestibule or stairway inside the building.

Spouse or common-law partner (*époux ou conjoint de fait*) means the person married to the employee, or an individual who, with the employee, has signed the declaration in Appendix A of this directive; where the declaration is used, the common-law partner shall not be considered a dependant for purposes of the Foreign Service Directives unless the acceptability of the common-law partner accompanying the employee has been agreed to by the Deputy Minister of Foreign Affairs following consultation with the Head of Mission and the deputy head.

Travel leave (*congé de déplacement*) means a period of absence with pay authorized by the deputy head to cover travelling time for a journey and during which the employee is deemed to be on duty for the purpose of any applicable accident compensation.

Travelling expenses (*frais de voyages*) except as provided for under the Relocation Travel portion of FSD 15 - Relocation for travel under that directive and/or FSD 64 – Emergency Evacuation and Loss, means expenses for air transportation and local transportation to and from airports at the points of departure and destination and, when authorized in advance by the deputy head, for accommodation, meals and local transportation to and from the airport for a necessary stopover, where it is not possible or practicable to arrange an itinerary which will permit continuing travel to the approved destination.

Travelling time (*temps de déplacement*) means the time actually required for a journey including unavoidable or permissible stopovers referred to in section 15.9 of FSD 15 – Relocation but not exceeding the time required for the same journey by the most economic mode and the most direct route in the circumstances of each case as determined by the deputy head.

Unaccompanied (*non accompagné*) refers to an employee who is not accompanied by a dependant.

Unaccompanied basis (*base non accompagné*) means where an employee accepts an assignment with no dependants at post as the deputy head has determined that dependants are prohibited from accompanying the employee to the post.

Unhealthy post (*poste insalubre*) means a post designated by Health Canada as an unhealthy post and listed in the Appendix A of FSD 38 – Preventive Medical Services Expenses.

Appendix A – Common-Law Partner Declaration

Subject to the definition of "spouse or common-law partner" as defined in FSD 2 – Definitions, and copied below, this declaration is a request to designate an individual as a common-law partner for purposes of the Foreign Service Directives and for the relevant allowances and benefits to be accorded thereunder.

We, _____ and _____ solemnly declare that our relationship is and has been demonstrated by our cohabitation in a conjugal relationship. This relationship is and has been recognized for a period of at least one year*** in the community or communities in which we have lived.

We understand that documents must be provided with this declaration demonstrating to the satisfaction of the deputy head that the employee and the person to be designated as a common-law partner for the purpose of the Foreign Service Directives have cohabitated for a period of at least one year and that they are in a conjugal relationship which is recognized in the community or communities in which they have lived.

Where these conditions cease to exist, we acknowledge the right of the deputy head to cease payments made on the basis of the existence of such conditions.

Where these conditions do not in fact exist, we acknowledge the right of the deputy head to recover the amounts of money paid on the basis of the existence of such conditions.

Definition of "spouse or common-law partner"

Spouse or common-law partner (époux ou conjoint de fait) means the person married to the employee, or an individual who, with the employee, has signed the declaration in Appendix A of this directive; where the declaration is used, the common-law partner shall not be considered a dependant for purposes of the Foreign Service Directives unless the acceptability of the common-law partner accompanying the employee has been agreed to by the Deputy Minister of Foreign Affairs following consultation with the Head of Mission and the deputy head.

*** In specific cases, this declaration may be used where there has been a break in the period of cohabitation for reasons beyond the control of the employee or the

individual to be designated as common-law partner. See Appendix B of this directive. See Appendix B of FSD 2 – Definitions.

SIGNATURES

Employee

Individual to be Designated as Common-Law Partner

Date

Designation Approved by the Deputy Head

Date

Appendix B – Common-Law Partner – Break in Period of Cohabitation

(1) Agreement has been reached in the NJC FSD Committee to interpret the Declaration in Appendix A of this directive to recognize a conjugal relationship in

certain situations where there has been a break in the qualifying period of cohabitation.

- (2) The NJC FSD Committee will consider individual cases where cohabitation started prior to the posting or cross-posting, but the one-year qualifying period was disrupted when the person to be designated as the common-law partner was unable to accompany the employee to post. Any periods during which the couple do not cohabit do not form part of the one-year qualifying period.
- (3) The separation must be for reasons beyond the reasonable control of the employee or the individual to be designated as the common-law partner. Such reasons may relate to education, health, disposal of a principal residence, custody disputes and contractual obligations. The circumstances for which provisions under FSD 18 – Special Family Separation Assistance may be authorized, will be used as a guide.
- (4) It will be the responsibility of the employee to demonstrate that a continuing conjugal spousal relationship has been established and that this relationship has been recognized for a period of at least one year, including the approved period of disruption, in the community or communities in which they have lived. The NJC FSD Committee may request evidence or information to corroborate the statements provided by the employee.
- (5) In general, a person to be designated as a common-law partner shall be placed in neither a more nor a less favourable situation than a spouse.

FSD 3 - Application

Scope

Introduction

This directive outlines the application of these directives in general as well as in specific situations. The substantive authority of the directives is contained in the sections of each directive. Where there appears to be a discrepancy between the provisions outlined in the introduction to a directive and the operative section of the directive, the latter shall govern.

Subject to subsections 3.7.1 and 3.7.2, the directives apply to an employee during the period of assignment outside Canada except where a directive specifies or implies that its provisions apply while the employee is in Canada.

Directive

3.1 Assignment

3.1.1 Unless otherwise indicated, these directives apply to career foreign service employees and to foreign assignment employees on an assignment and include an assignment to:

- (a) an office of the Government of Canada located outside of Canada; or
- (b) another government or institution located outside of Canada.

3.1.2 Where the duration of the assignment is more than 121 days and less than one year, the provisions of FSD 8 – Short-Term Assignments apply.

3.2 Other Arrangements

3.2.1 At the discretion of the deputy head, and subject to the provisions of FSD 8 – Short-Term Assignments, these directives may be applied in whole, in part or not at all to other arrangements as specified in subsection 3.2.5 in order to meet operational requirements.

3.2.2 In determining the level of assistance provided to the employee, the deputy head shall assess the direct benefit of the arrangement to the department.

3.2.3 The deputy head shall ensure that an employee does not receive double benefits and is not treated more favourably than an employee who is serving outside Canada on an assignment to an office of the Government of Canada.

3.2.4 Where an arrangement is agreed to, a written agreement must be put in place. The agreement must be signed by the employee, the employee's bargaining agent if the employee is represented, the departmental representative and the Treasury Board Secretariat staff representative.

3.2.5 Other arrangements include:

- (a) where leave with pay is authorized and no financial assistance or related benefits are provided to the employee by the host organization on assignment to:
 - (i) an international organization outside Canada;
 - (ii) a project outside Canada which is funded directly or indirectly by the Department of Foreign Affairs, Trade and Development's Official Development Assistance;

- (iii) a provincial or territorial government, a foreign government or a private firm or organization outside Canada under a formal agreement between the employing department and the host organization; or
- (iv) a research establishment or university outside Canada, where employees have been directed to continue working in their field on a full-time basis;
- (b) where leave without pay is authorized for educational leave or professional development leave and no financial assistance or related benefits are provided to the employee by the host organization; and
- (c) an assignment of an individual with a department or agency at a post, under the Interchange Canada Program or a similar program, and as specified in the assignment agreement.

3.3 Employee-Couple

3.3.1 The directives apply to each employee of an employee-couple to the same extent as they do to an unaccompanied employee except:

- (a) where the employee-couple is assigned to different posts, the directives shall apply to each employee, having regard for any accompanying dependant, except for FSD 25.10 – Shelter Share where only one employee pays a shelter share based on both employees and the total number of dependants living with the employees abroad;
- (b) where the employee-couple is assigned to the same post, and a dependant resides with the employee-couple at the post, one employee shall be considered as unaccompanied and the other employee as accompanied at the appropriate dependant rate; and
- (c) where specific provisions in a particular directive as outlined in subsection 3.3.2 dictate otherwise.

3.3.2 The following directives indicate specific provisions for an employee-couple:

- (a) FSD 15 – Relocation, section 15.2;
- (b) FSD 16 – Assistance for a Principal Residence, section 16.5;
- (c) FSD 18 – Special Family Separation Assistance, section 18.3;
- (d) FSD 25 – Shelter, subsection 25.13.1;
- (e) FSD 30 – Post Transportation and Related Expenses, subsections 30.1.4, 30.2.3 and 30.3.2;

- (f) FSD 50 – Post Travel Assistance, section 50.2;
- (g) FSD 51 – Family Reunion, section 51.2 and subsection 51.13.1;
- (h) FSD 54 – Compassionate Travel, section 54.2;
- (i) FSD 56 – Foreign Service Incentive Allowances, section 56.3; and
- (j) FSD 58 – Post Differential Allowance, section 58.2.

3.4 Assignment in Support of the Canadian Armed Forces

3.4.1 Employees assigned to serve outside Canada in support of International Operations designated by the Chief of the Defence Staff of Canada are subject to certain provisions of the Military Foreign Service Instructions (MFSI), as specified in Chapter 10 of the MFSI. They are also subject to certain provisions of the Foreign Service Directives (FSD), as directed by the Treasury Board or the President of the Treasury Board and as specified in the *Memorandum of Agreement Regarding the Payment of Certain Allowances & Benefits to Public Service Employees Assigned Outside Canada in Support of International Operations Designated by Chief of the Defence Staff of Canada*, found on the National Joint Council (NJC) website. ([MOA-FSD-3-E.pdf \(njc-cnmc.gc.ca\)](#))

3.4.2 Changes to Chapter 10, Section 3 - Operation Allowances of the MFSI shall be reported to the NJC FSD Committee.

3.5 Declaration of a Dependant

3.5.1 Unless specifically provided for in a particular directive, where an employee claims a dependant, such dependant shall be identified with that employee for the duration of the posting.

3.5.2 Where an employee is claiming a dependant for the purposes of these directives, it is the responsibility of the employee to inform the employer of any change or event which affects the application of these directives. Payments made after eligibility changes are subject to recovery.

3.6 Calculation of Allowances for Less than a Complete Month

3.6.1 Where an employee is entitled to an allowance for less than a complete calendar month, the allowance shall be calculated in accordance with Appendix A to this directive.

3.7 Cancellation or Change to Assignment

3.7.1 Where, due to operational requirements as determined by the deputy head, an employee at a place of duty in Canada who has been notified officially of an assignment outside Canada is subsequently notified officially that the assignment has been cancelled or changed, the deputy head shall, to the extent considered necessary:

- (a) authorize the application of the following directives, where these directives have been applied in anticipation of the employee's posting:
 - (i) FSD 4 – Accountable Advance;
 - (ii) FSD 9 – Medical and Dental Examinations;
 - (iii) FSD 10 – Posting Loan;
 - (iv) FSD 12 – Travelling Expenses for Dependants on Pre-Posting Briefing Programs and/or Foreign Language Training;
 - (v) FSD 15 – Relocation;
 - (vi) FSD 16 – Assistance for a Principal Residence;
 - (vii) FSD 34 – Education Allowances; and
 - (viii) FSD 35 – Education Travel;
- (b) authorize the application of FSD 15 – Relocation, subsequent to the cancellation or change of assignment, to provide such additional assistance as is considered necessary to facilitate a departmental program or to rectify what would otherwise be an obvious injustice to the employee as a result of the cancellation or change in the employee's assignment; and/or
- (c) recommend to the President of the Treasury Board such additional assistance as is considered appropriate to the circumstances where:
 - (i) the assistance provided under paragraphs 3.7.1(a) and (b) is considered inadequate; and/or
 - (ii) the employee has incurred expenses in anticipation of an assignment or as a result of cancellation or change of an assignment for which there is no payment authority.

3.7.2 Subsection 3.7.1 shall also apply to a Head of Mission designate whose proposed appointment has been cancelled or changed by the deputy head through no fault or choice of the employee.

3.7.3 Subsections 3.7.1 and 3.7.2 also apply to situations where a confirmed posting is cancelled or changed as a result of medical unsuitability of an employee or an

accompanying dependant, as determined by the deputy head on the advice of the medical service provider.

3.7.4 Subsections 3.7.1 and 3.7.2 apply to situations in which a confirmed posting is cancelled or changed as a result of a dependant being refused entry by the host country, for reasons beyond the dependant's control such as political reasons.

3.7.5 In situations other than those described in subsections 3.7.1, 3.7.2 and 3.7.3 where an assignment outside Canada has been cancelled or changed, through fault or choice of an employee, the deputy head may recommend to the President of the Treasury Board such assistance as is considered necessary to facilitate a departmental program or to rectify what would otherwise be an obvious injustice to the employee.

3.8 Application of FSD During Periods of Leave Without Pay

3.8.1 Where an employee is on leave without pay during the repayment period of a posting loan, the employee shall continue to repay the loan, pursuant to paragraph 10.8.4(b).

3.8.2 Where an employee terminates an assignment because of leave without pay, the relocation shall be approved pursuant to section 15.27 and Appendix F of FSD 15 – Relocation.

3.8.3 Where an employee is on leave without pay, other than maternity or parental leave, and is authorized to remain at post, the full provisions of these directives may continue to apply, with the exception of FSD 55 – Post Living Allowance, FSD 56 – Foreign Service Premium and FSD 58 – Post Differential Allowance which shall not apply.

3.8.4 Where an employee is on maternity or parental leave and is authorized to remain at post, the full provisions of these directives shall continue to apply, subject to section 3.9 – Maternity and/or Parental Leave Without Pay.

3.8.5 Where an employee is on maternity or parental leave in Canada, the provisions of FSD 33 – Education Assistance at a Lycée in Canada shall continue to apply.

3.8.6 Where an employee is on leave without pay in Canada, the provisions of FSD 33 – Education Assistance at a Lycée in Canada may apply during the period of leave without pay provided the employee gives a written undertaking prior to commencement of leave to return to service for a period of not less than the period of the leave granted.

3.8.7 Where an employee does not resume employment or ceases to be employed, except by reason of death or lay-off, before the termination of the period which was undertaken to serve after completion of leave, the employee shall reimburse a pro-rated amount for the allowances paid during the period of leave.

3.9 Maternity and/or Parental Leave Without Pay

3.9.1 Employees who are in receipt of a maternity or parental allowance in accordance with their collective agreement, or other appropriate authority, who are subject to the Foreign Service Directives, and who are authorized to remain at post during maternity or parental leave, shall receive allowances in accordance with FSD 55 – Post Living Allowance, FSD 56 – Foreign Service Incentive Allowances and FSD 58 – Post Differential Allowance.

3.9.2 An employee is entitled to 93% of the amounts for FSD 55 – Post Living Allowance, FSD 56 – Foreign Service Incentive Allowances and FSD 58 – Post Differential Allowance for the same period as a maternity or parental allowance is authorized, to ensure that allowance payments under the Foreign Service Directives are consistent with provisions for maternity and parental allowances.

3.9.3 Where an employee at a post is or will be receiving a maternity or parental allowance for less than 12 weeks, amounts under FSD 55 – Post Living Allowance, FSD 56 – Foreign Service Incentive Allowances and FSD 58 – Post Differential Allowance, less the appropriate shelter cost payable under FSD 25 – Shelter, shall be paid to the employee in full upon the employee's return to work.

3.9.4 Where an employee at a post is or will be receiving a maternity or parental allowance for 12 weeks or more, 50% of the allowance amounts for FSD 55 – Post Living Allowance, FSD 56 – Foreign Service Incentive Allowances and FSD 58 – Post Differential Allowance, less 50% of the appropriate shelter cost payable under FSD 25 – Shelter, shall be paid in advance of the commencement of maternity or parental leave, and the outstanding balance, including any necessary adjustments, shall be paid upon the employee's return to work.

3.9.5 Allowances under FSD 55 – Post Living Allowance, FSD 56 – Foreign Service Incentive Allowances and FSD 58 – Post Differential Allowance shall be adjusted in accordance with the special provisions of these directives to recognize:

- (a) an increase in salary;
- (b) a change in family configuration;

- (c) a change in the Post Index;
- (d) a revision to the Foreign Service Premium table (Appendix A to FSD 56), and the Post Specific Allowance table (Appendix B to FSD 56);
- (e) a revision to the Post Differential Allowance table (Appendix A to FSD 58); and/or
- (f) a change in Post Differential Allowance rating level (Appendix B to FSD 58).

3.9.6 No adjustment shall be made which is based entirely on service outside Canada (e.g. a 50% bonus under FSD 58 – Post Differential Allowance, or a step progression in Appendix A – the Foreign Service Premium table under FSD 56).

3.9.7 An adjustment to an employee's Foreign Service Premium shall be made on the basis of a step progression in the Foreign Service Premium Table on the first day of duty on which sufficient points/credits have accumulated to merit the increase, following that employee's return from maternity or parental leave.

3.9.8 Where an employee is temporarily absent from the post in excess of 25 compensation days, allowances under FSD 55 – Post Living Allowance and FSD 58 – Post Differential Allowance shall cease with effect from the 26th compensation day of absence.

3.10 Child Under a Custody Arrangement

3.10.1 Where the deputy head is satisfied by means of a court order or declaration signed by both parents that an employee has a custody arrangement in place for a child, the application of these directives shall be determined based on the place of residence of the child in Canada prior to the assignment and based on the place of residence of the child during the assignment as outlined in Appendix B of this directive.

3.10.2 Where the child will be residing with the employee at post for the duration of the assignment, the child will be deemed to be a dependant as defined in FSD 2 – Definitions and provisions applying to dependants residing at post will apply to the child.

3.10.3 Where the child will not be residing with the employee at post for the full period of the assignment, the child will be deemed to be a dependant as defined in FSD 2 – Definitions provided the period at post is for a minimum of 12 consecutive months and the child will be deemed to be a child under a custody arrangement as defined in FSD 2 – Definitions for the remainder of the assignment. The provisions applying to

dependants residing at post will be adjusted as applicable where the child is not residing at post for the full period of the assignment.

3.10.4 Where the child will not be residing with the employee at post, the child will be deemed to be a child under a custody agreement as defined in FSD 2 – Definitions and the provisions of section 51.10 of FSD 51 – Family Reunion and sections 54.10 and 54.11 of FSD 54 – Compassionate Travel shall apply.

3.11 Legal Strike Situation

3.11.1 Notwithstanding the provisions of the Treasury Board policy on strikes, the Foreign Service Directives, with the exception of FSD 56 – Foreign Service Incentive Allowances and FSD 58 – Post Differential Allowance, shall continue to apply in a legal strike situation

3.12 New Assignment at the Same Post

3.12.1 Where an employee accepts a new assignment at the same post, the provisions of these directives continue to apply in the same manner as where an employee accepts an extension. The employee is not eligible to a new posting loan under the provisions of FSD 10 – Posting Loan and FSD 15 – Relocation does not apply. Where an employee has completed an initial assignment of at least three years (including any extensions) and accepts a new assignment at the same non-hardship post, the provisions of FSD 50 – Post Travel Assistance will only apply where the duration of the new assignment is for three years or more. Any extensions to the previous assignment are not included for the purposes of determining the application of the provisions of FSD 50 for the subsequent assignment. The provisions of FSD 56.1 – Foreign Service Premium may end as specified in subsection 56.10.1.

3.13 Application of the FSD Provisions for an Employee or Dependant with a Disability or Special Needs

3.13.1 The following directives indicate specific provisions which may apply for an employee or dependant with a disability or special needs:

- (a) FSD 2 – Definition of dependant;
- (b) FSD 15 – Relocation, sections 15.10, 15.16, 15.20 and 15.23;
- (c) FSD 18 – Special Family Separation Assistance, subsections 18.8.7 and 18.9.1;
- (d) FSD 25 – Shelter Assistance, subsection 25.3.4;
- (e) FSD 34 – Education, section 34.9;

- (f) FSD 34 – Education, section 34.10;
- (g) FSD 51 – Family Reunion, sections 51.8 and 51.10; and
- (h) FSD 54 – Compassionate Travel, sections 54.3 and 54.12.

Appendix A - Calculation of Allowances for Less than a Complete Month

In accordance with subsection 3.6.1, where an employee is entitled to an allowance for less than a complete calendar month, the allowance shall be calculated using the following methodology:

$$\frac{R \times E}{C}$$

wherein:

R is the annual rate of allowance,

C is 260.88 days, the number of compensation days in a year, and

E is the total number of days of entitlement in that month, including:

- (a) each compensation day on which the employee is on duty or on authorized leave with pay; and
- (b) each day authorized by competent authority as a general holiday with pay, unless it falls within a period of leave without pay or immediately precedes the first day of employment or immediately follows the last day of employment.

Appendix B - Application of the FSD Provisions When a Custody Agreement is in Place

The following table provides a general overview of the application of some of the directives when a custody arrangement is in place, pursuant to section 3.10 of this directive. Where the child will not be accompanying the employee at post for the duration of the assignment, the application of these directives will be determined by the deputy head based on the period of time spent at post.

Location of the child during the assignment	Child going to post for the duration of the assignment	Child not going to post	Child going to post for a portion of the assignment
Status of the child for FSD purposes	Dependant	Child under a custody arrangement	Dependant while at post / Otherwise child under a custody arrangement
Application of FSD 15 – Relocation	Yes	No, as the child will not be residing at post	One relocation provided the dependant will be relocating to post for at least 12 consecutive months
Application of FSD 33 – Education Assistance at a Lycée in Canada	No, as the child is at post; FSD 33 can apply upon return to Canada	No, as the intent of FSD 33 is not met by the child not going to post	No, as the intent of FSD 33 is not met by the child not going to post for the duration of the assignment
Application of FSD 34 – Education Allowance	Yes, while at post / Application of provisions in Canada will be based on the living arrangement at the time of relocation	No	Yes, while at post / Application of provisions in Canada will be based on the living arrangement at the time of relocation
Application of FSD 34.6 – Postsecondary Shelter Assistance	No, as the child is at post	Based on the living arrangement at the time of relocation	Based on the living arrangement at the time of relocation
Application of FSD 50 – Post Travel Assistance	Yes	No	Based on the period of time at post and the

			hardship level of the post
Application of FSD 51 – Family Reunion	Yes, for the child to visit the other parent	Yes, for the child to visit the employee/spouse at post	Based on the period of time at post

FSD 4 - Accountable Advances

Scope

Introduction

It is the employer's policy that an accountable advance will be available to an employee for any expenses that may be authorized under the Foreign Service Directives.

Directive

4.1 Application

4.1.1 The deputy head may authorize an accountable advance to an employee in anticipation of any admissible expense of an accountable nature authorized under the directives and such an advance shall not be unreasonably withheld.

4.1.2 An employee who receives an accountable advance shall account for and repay in full any unexpended balance within ten days, after the purpose for which the advance was made has been fulfilled, or within other specific time limits as defined in these directives and pursuant to the relevant provisions of the *Financial Administration Act*.

4.1.3 When an employee fails to account for an advance or to repay in full any unexpended balance within the time limits specified in subsection 4.1.2, no further advances are to be paid to that employee until the outstanding advance has been accounted for.

FSD 8 - Short-Term Assignments

Scope

Introduction

This Directive outlines the provisions which apply to employees on a short-term assignment outside Canada.

Definition

Note: *This definition only applies to this directive.*

Short-term assignment (*affectation de courte durée*) means a temporary move of an employee from one place of duty to another place of duty for a period of 121 consecutive calendar days or more and less than one year and, subject to FSD 3 – Application, to:

- (a) an office of the Government of Canada located outside of Canada; or
- (b) another government, organization or institution located outside of Canada.

Directive

8.1 Application

8.1.1 The provisions of this directive apply to a short-term assignment as defined in this directive.

8.1.2 For assignments of 120 consecutive calendar days or less, benefits and provisions in accordance with the NJC Travel Directive shall apply.

8.1.3 This Directive does not apply to employees who are already on assignment under the full provisions of these directives, nor to employees, dependants or other individuals hired locally.

8.1.4 When an employee is officially notified in writing that the length of a short-term assignment is subsequently shortened to a period of travel status under the NJC Travel Directive of 120 consecutive calendar days or less, the deputy head shall proceed as follows:

- (a) any allowances or payments that the employee was entitled to for the period prior to being advised in writing of the shortened assignment shall not be recovered;
- (b) the provisions of sections 8.13 and 8.14 shall cease on the first compensation day following the written notice to the employee that the assignment length is shortened;
- (c) the incidental expense allowance amount payable will be the greater of the provisions of section 8.4 authorized at the beginning of the short-term assignment or the daily incidental expense allowance amount applicable to the

location as specified in Appendix C or D of the NJC Travel Directive for the full period;

- (d) the other benefits and provisions applicable to the employee shall remain unchanged; and
- (e) the employee shall not receive duplicate benefits.

8.1.5 When an employee is subject to the NJC Travel Directive and is officially notified in writing that the period of travel status is extended to 121 consecutive calendar days or more and less than one year, and the definition of short-term assignment is met, the provisions of this directive shall apply once the employee accepts the extension in writing.

Furthermore:

- (a) any allowances or payments that the employee was entitled to for the period prior to being advised in writing of the lengthened assignment shall not be recovered;
- (b) the provisions of sections 8.13 and 8.14 shall apply retroactively commencing on the first day of travel status under the NJC Travel Directive;
- (c) subject to paragraph 8.1.5(a), the incidental expense allowance amount payable will be the difference between the full provisions of section 8.4 and the daily incidental expense allowance amount applicable to the location as specified in Appendix C or D of the NJC Travel Directive received by the employee prior to being notified of the extension; and
- (d) the employee shall not receive duplicate benefits.

8.1.6 When an employee on a short-term assignment accepts an assignment at the same post, the provisions of this directive shall cease and the full provisions of these directives shall apply as applicable, subject to FSD 9 – Medical and Dental Examinations, effective on the date of official notification in writing of the assignment. The deputy head shall ensure that employees do not receive duplicate benefits.

8.1.7 Subject to subsection 8.1.6, in exceptional circumstances where the short-term assignment extends beyond the normal length, the provisions of FSD 8 – Short-Term Assignments shall continue until the date of official notification in writing of the assignment.

8.2 Transportation

8.2.1 The deputy head shall apply the applicable transportation entitlement of the NJC Travel Directive for transportation to and from the post. For international travel, a suitable rest period or overnight stop shall be authorized in accordance with the provisions of the NJC Travel Directive.

8.2.2 The deputy head may authorize the cost of five pieces of accompanying baggage within the size and weight allowable by the carrier and including the baggage transported free of charge by the carrier.

8.2.3 In special circumstances, the deputy head may authorize the cost of more pieces of accompanying baggage in order to address an employee's specific needs.

8.3 Storage of Household Effects

8.3.1 The deputy head may authorize the storage of household effects, including a private motor vehicle (PMV) in accordance with section 15.13 of FSD 15 – Relocation, if the employee is not maintaining a principal residence during the short-term assignment.

8.3.2 Where the storage is authorized for the employee's household effects and the employee is not able to occupy permanent accommodation, the cost of two days living expenses in Canada at the time of departure and at the time of return shall be authorized under the provisions of paragraph 15.4.1(c) of FSD 15 – Relocation.

8.3.3 Where an employee's household effects have been placed in storage at Crown expense, the employee shall pay the applicable shelter cost in accordance with Appendix A of FSD 25 – Shelter at the "one in household" rate, with effect from the day following the date of arrival at the post.

8.4 Incidental Expense Allowance

8.4.1 Subject to subsections 8.1.4, 8.1.5 and 8.1.6, the deputy head shall authorize an incidental expense allowance of 50% of the incidental relocation expense allowance in accordance with Appendix C of FSD 15 – Relocation at the beginning and at the end of the short-term assignment.

8.5 Accommodation

8.5.1 The deputy head shall authorize the payment of actual and reasonable costs for accommodation, and utilities including installation, at the location of the short-term assignment.

8.5.2 Where possible, employees shall be placed in self-contained accommodation, either commercial or Crown-held.

8.5.3 Provided that the employee is not required by the employer to remain at the post, an employee may choose to spend the weekend at an alternative location. Such arrangements shall be made in consideration of security and diplomatic contexts.

8.5.4 Subject to subsection 8.5.3, reimbursement shall be limited to the cost of maintaining the employee at the post and shall include the cost of accommodation and the meal allowance. To be eligible for reimbursement, the employee shall:

- (a) cancel charges for accommodation and meals provided on site at the post;
- (b) assume personal liability as if the employee were not on short-term assignment; and
- (c) not return home or to the headquarters area during the weekend.

8.5.5 Spending the weekend at an alternative location does not preclude the employee's entitlement to section 8.9 - Home Travel.

8.6 Meal Allowance

8.6.1 The deputy head shall authorize payment of the daily meal allowance only, no incidentals, as specified in Appendix C or D of the NJC Travel Directive, as applicable.

8.6.2 Where, due to special circumstances such as heavy workload, difficulty in finding food, or extremely limited restaurant facilities, the deputy head deems the meal allowance in subsection 8.6.1 to be inadequate, such meal allowance may be authorized as may be considered reasonable, up to the full daily meal rate.

8.6.3 Where a meal allowance has not been established in the country of assignment or where there are sudden changes in currency exchange rates or high inflationary trends, the deputy head may authorize actual and reasonable expenses for meals, based on receipts.

8.7 Laundry and Dry Cleaning

8.7.1 The deputy head shall authorize reimbursement of actual costs for laundry for employees who occupy accommodation which is not provided with laundry facilities which consist of a washer and dryer.

8.7.2 Where the deputy head is satisfied that dry cleaning costs significantly exceed those in the employee's headquarters city, reimbursement of 50% of the actual costs of dry cleaning shall be reimbursed, upon presentation of receipts.

8.8 Commuting Assistance

8.8.1 The deputy head may authorize financial assistance to cover excess home/office commuting costs, in accordance with the provisions for commuting assistance under FSD 30 – Post Transportation and Related Expenses.

8.8.2 When authorized overtime causes a disruption in the employee's regular commuting pattern, or when the employee is required to participate in a work-related event outside of normal work hours, the employee shall be reimbursed actual and reasonable additional local transportation costs.

8.9 Home Travel and Alternative

8.9.1 An employee is eligible for home travel provisions under this directive to the normal place of duty provided that the following conditions are met:

- (a) work schedules permit the employee to be absent; and
- (b) appropriate private or public transportation is available and its use is both practical and reasonable.

8.9.2 Provided the employee is on continuous short-term assignment, the employee is entitled to home travel as per the table below. The employee may schedule actual trips within the maximum number permitted to meet personal needs.

Minimum of:
121 days = 1 trip
200 days = 2 trips
280 days = 3 trips

8.9.3 The employee shall be reimbursed, based on receipts, the cost of the most economical return airfare, the necessary return ground transportation to and from the carrier's terminal, and meals en route. Meals and incidentals at the destination shall not be reimbursed. The accommodation at the post should be cancelled if possible.

8.9.4 As an alternative to home travel by the employee, the deputy head may authorize the spouse, common-law partner, or dependant to travel to the employee's post up to the cost of home travel by the employee. Such arrangements shall be made in consideration of security, diplomatic and health contexts.

8.9.5 Where the deputy head does not authorize the spouse, common-law partner or dependant to travel to the post, as an alternative to home travel by the employee, travel for the employee and a spouse or common-law partner or dependant may be authorized to a third location up to the cost of home travel by the employee.

8.10 Home Communication

8.10.1 The deputy head shall authorize the provisions for home communication for employees assigned to posts located outside the continental U.S.A. only, in accordance with the relevant provisions of the NJC Travel Directive.

8.11 Dependant Care

8.11.1 The deputy head shall authorize dependant care for employees in accordance with the relevant provisions of the NJC Travel Directive.

8.12 Medical, Dental and Health Care

8.12.1 The deputy head shall authorize the application of FSD 9 – Medical and Dental Examinations for posts designated as unhealthy under FSD 38 – Preventive Medical Services Expenses.

8.12.2 It is the employee's responsibility to ensure Provincial or Territorial health care and Public Service Health Care Plan (PSHCP) Supplementary coverage while outside Canada as well as continued coverage under the Public Service Dental Care Plan (PSDCP).

8.12.3 If the short-term assignment is extended beyond one year, it is the employee's responsibility to change coverage from Supplementary to Comprehensive Coverage under the Public Service Health Care Plan (PSHCP).

8.13 Foreign Service Premium

8.13.1 Subject to subsections 8.1.4 and 8.1.5 and to paragraph 8.17.3(c), the deputy head shall authorize payment of the Foreign Service Premium and the accrual of foreign service premium points in accordance with FSD 56 – Foreign Service Incentive Allowances (Foreign Service Premium).

8.14 Post Differential Allowance

8.14.1 Subject to subsections 8.1.4 and 8.1.5 and to paragraph 8.17.3(c), the deputy head shall authorize the provisions of the Post Differential Allowance in accordance with FSD 58 – Post Differential Allowance.

8.14.2 Where payment of an additional amount of post differential allowance or special payment has been established to recognize extraordinary conditions at a hardship post, in accordance with subsection 58.5.4 of FSD 58 – Post Differential Allowance, the deputy head shall authorize these payments from the first day of an assignment to a hardship post, notwithstanding that the employee may not otherwise be subject to the provisions of FSD 58 – Post Differential Allowance.

8.15 Temporary Absence

8.15.1 An absence from the post on authorized government travel under the NJC Travel Directive, approved leave, home travel or home travel alternative does not constitute a break in the short-term assignment for the purpose of determining the length of the short-term assignment.

8.15.2 When an employee is absent from the post on authorized government travel, the employee shall not receive double benefits.

8.16 Currency Exchange

8.16.1 The deputy head shall authorize the provisions for currency exchange in accordance with the NJC Travel Directive.

8.17 Employee Accompanied by Dependant(s)

8.17.1 In rare and unusual cases, and subject to subsection 8.17.4, the deputy head may authorize the employee's spouse or common-law partner and any dependant(s) normally residing with the employee to accompany the employee, subject to proof of health insurance coverage.

8.17.2 The deputy head may authorize the employee to precede the spouse or common-law partner and dependant(s).

8.17.3 Where the spouse or common-law partner and dependant(s) are authorized to accompany an employee, assistance shall be limited to:

- (a) transportation costs in accordance with subsection 8.2.1, up to the total cost of the employee's home travel entitlement under section 8.9;

- (b) FSD 55 – Post Living Allowance, where the Post Index is above 100;
- (c) FSD 56 – Foreign Service Premium and FSD 58 – Post Differential Allowance at the unaccompanied rate; and
- (d) the provisions of FSD 39 – Health Care Expenses, FSD 41 - Health Care Travel and FSD 42 – Medical and/or Dental Expense Advance, unless otherwise covered by the employee's provincial and/or supplementary insurance plan.

8.17.4 Where the provisions of subsection 8.17.3 apply:

- (a) home travel and alternative, home communication and meal allowances shall not apply;
- (b) no additional accommodation/housing will be provided, or additional accommodation costs reimbursed;
- (c) no additional costs will be authorized for shipment of household effects; and
- (d) employees are responsible to ensure provincial and supplementary coverage, such as Public Service Health Care Plan (PSHCP), for their dependant(s) while outside Canada.

8.18 Assistance for Single Parents

8.18.1 At the request of the employee and in lieu of the provisions for home travel, the deputy head may authorize:

- (a) payment of return transportation expenses for one or more pre-school aged children up to the cost of home travel for the employee which would otherwise be incurred;
- (b) dependant care expenses at the work location outside Canada which are in excess of existing dependant care expenses for equivalent care, up to the costs which would otherwise be incurred at the old place of duty and reimbursed under the NJC Travel Directive; and
- (c) expenses for vaccinations and/or inoculations for the child which are a consequence of the work location outside Canada.

8.19 Emergencies, Illnesses, Injuries or Death While on Short-Term Assignment

8.19.1 In the event of emergencies, illnesses, injuries or death while on short-term assignment, the employer shall authorize the payment of necessary expenses in accordance with Part V of the NJC Travel Directive for the employee, spouse or common-law partner and any dependant(s) in accordance with section 8.17.

Part II - Pre-Posting

FSD 9 - Medical and Dental Examinations

Scope

Introduction

The employer wishes to ensure through preventive services that employees and their dependants are medically fit for service abroad and are medically fit upon return from service abroad. Examinations for this purpose will normally be provided by the medical service provider. Where the medical service provider is not in a position to conduct the examinations and the deputy head authorizes use of a private facility, the employer will pay the costs of related expenses for examinations conducted at a private facility. Health Canada has been delegated authority to amend the Appendix to this directive as and when required.

Directive

9.1 Application

9.1.1 Prior to each posting, including cross-posting, an employee and each dependant who is either to reside with the employee at a post, or is to be in full-time attendance at an educational institution outside of Canada, shall have the right to a medical examination, or may as a condition of posting or cross-posting be required to undergo a dental and/or a medical examination which shall include specialist services, psychological assessments, x-rays and immunization against diseases as required. The posts for which dental examinations are required are listed in Appendix A to this directive.

9.1.2 Where a dental examination is required, such dental examination shall include an assessment of any special dental treatment which may be required prior to or during the employee's assignment.

9.1.3 Where an employee is posted to a hardship post, as specified in Appendix B of FSD 58 – Post Differential Allowance, the cost of a pre-posting eye examination will be reimbursed for employees and their dependant(s). Pre-posting eye examinations are not mandatory for the issuance of a Posting Confirmation Form (or equivalent).

9.1.4 The dental examination, medical examination and related hospitalization and any special examination required shall be administered in the manner prescribed by Health Canada at a Canadian government facility. In special circumstances, the deputy head may authorize the use of a private facility only where the medical service provider is not in a position to conduct such examinations, or the deputy head considers a private facility to be more appropriate.

9.2 On Assignment to Canada

9.2.1 On assignment to Canada, an employee and/or a dependant who resided at the post may, on request, be granted, or may be required by the employer to undergo a medical examination which shall include such specialist services, psychological assessments, x-rays or immunization as may be required.

9.2.2 The medical examinations referred to in subsection 9.2.1 shall normally be provided where:

- (a) the employee and/or dependant completes a period of service at an unhealthy post as defined in FSD 2 – Definitions; and/or
- (b) the employee has had a previous period of service at an unhealthy post, or has been otherwise exposed to unhealthy conditions at a post; and/or
- (c) a reasonable period of time has passed since the last medical examination of an employee or a dependant.

9.2.3 The medical examinations referred to in subsection 9.2.1 may be given in Canada or at another location approved by the deputy head while an employee is on leave or temporary duty.

9.3 Fitness for Duty Assessment

9.3.1 An assessment as to fitness for duty prepared by the medical service provider shall be submitted to the deputy head with respect to any medical examination administered pursuant to this directive.

9.3.2 An assessment as to the requirement for dental treatment which is not available at the employee's post shall be submitted by the medical service provider to the deputy head with respect to any dental examination administered pursuant to this directive.

9.3.3 Whenever medical matters are at issue, employees shall have the right to have their personal physician submit a written medical opinion to the medical service

provider who shall review such opinion and submit another assessment as to fitness for duty to the deputy head, taking into consideration the medical opinion of the employee's physician.

9.3.4 On behalf of the employer, an independent written medical opinion which shall be taken into consideration in the assessment as to fitness for duty may be requested:

- (a) by the deputy head when the deputy head is not satisfied with the fitness for duty assessment provided in subsection 9.3.1 and a second written medical opinion has not been provided under subsection 9.3.3; or
- (b) by the medical service provider when it determines there is a significant variance between the written medical opinions provided in subsections 9.3.1 and 9.3.3.

9.3.5 In arriving at a decision concerning the assignment of an employee, the deputy head shall give consideration to the medical and dental assessments submitted pursuant to subsections 9.3.1, 9.3.2, 9.3.3 and 9.3.4.

9.4 Admissible Expenses

9.4.1 The deputy head shall authorize:

- (a) payment of actual and reasonable medical examination expenses;
- (b) payment of actual and reasonable dental examination expenses for examinations conducted as a condition of posting to those posts listed in Appendix A of this directive; and/or
- (c) payment of actual and reasonable expenses to cover the cost of local transportation and/or parking to attend mandatory pre-posting medical and dental appointments as required by Health Canada or the deputy head.

9.4.2 Where appropriate, the deputy head shall authorize payment of travelling expenses, as defined in FSD 2 – Definitions.

9.4.3 Where the use of a private facility is authorized by the deputy head, the written opinion and professional account shall be submitted to the medical service provider and the account shall be verified and recommended for payment when the quality of the written opinion is satisfactory to the medical service provider.

9.4.4 Expenses incurred by the employee pursuant to subsections 9.1.4 and 9.3.3 shall not be a charge against the employee's health or hospitalization insurance plan.

9.5 Leave

9.5.1 Where it is necessary for a medical or dental examination authorized under this directive to be conducted during normal working hours, the employee shall be considered to be on duty for the period required for such examination.

9.5.2 Where an employee is required to undergo a medical or dental examination authorized under this directive and it is not possible to conduct such an examination during scheduled working hours, the deputy head may authorize overtime compensation as provided for in the applicable collective agreement for the period required for such examination.

Appendix A - Posts for which Pre-Posting Dental Examinations are Required

Effective Date: April 1, 2025

Abidjan, Côte d'Ivoire
Abuja, Nigeria
Accra, Ghana
Addis Ababa, Ethiopia
Algiers, Algeria
Amman, Jordan
Ankara, Turkey
Astana, Kazakhstan (formerly Nur-Sultan)
Baghdad, Iraq
Bamako, Mali
Bandar Seri Begawan, Brunei Darussalam
Bangalore, India
Bangkok, Thailand
Beijing, China
Beirut, Lebanon
Belgrade, Serbia

Bogotá, Colombia
Brasilia, Brazil
Bratislava, Slovakia
Bridgetown, Barbados
Bucharest, Romania
Buenos Aires, Argentina
Cairo, Egypt
Caracas, Venezuela
Chandigarh, India
Chennai, India
Chongqing, China
Colombo, Sri Lanka
Cotonou, Benin
Dakar, Senegal
Damascus, Syria
Dar es Salaam, Tanzania
Dhaka, Bangladesh
Doha, Qatar
Erbil, Iraq
Georgetown, Guyana
Guangzhou, China
Guatemala, Guatemala
Hanoi, Vietnam
Harare, Zimbabwe
Havana, Cuba
Ho Chi Minh City, Vietnam
Islamabad, Pakistan

Istanbul, Turkey
Jakarta, Indonesia
Juba, Sudan
Kabul, Afghanistan
Kandahar, Afghanistan
Kathmandu, Nepal
Khartoum, Sudan
Kigali, Rwanda
Kingston, Jamaica
Kinshasa, Democratic Republic of Congo
Kuala Lumpur, Malaysia
Kuwait City, Kuwait
Kyiv, Ukraine
La Paz, Bolivia
Lagos, Nigeria
Lima, Peru
Lusaka, Zambia
Managua, Nicaragua
Manila, Philippines
Maputo, Mozambique
Montevideo, Uruguay
Moscow, Russia
Mumbai, India
Nairobi, Kenya
New Delhi, India
Nur-Sultan, Kazakhstan (see Astana, Kazakhstan)
Ouagadougou, Burkina Faso

Panama City, Panama
Phnom Penh, Cambodia
Port-au-Prince, Haiti
Port of Spain, Trinidad and Tobago
Quito, Ecuador
Rabat, Morocco
Ramallah, West Bank
Rio de Janeiro, Brazil
Riyadh, Saudi Arabia
San José, Costa Rica
San Salvador, El Salvador
Santo Domingo, Dominican Republic
São Paulo, Brazil
Seoul, Republic of Korea
Shanghai, China
Taipei, Taiwan
Tegucigalpa, Honduras
Tripoli, Libya
Tunis, Tunisia
Ulaanbaatar, Mongolia
Vientiane, Laos
Warsaw, Poland
Yangon, Burma (Myanmar)
Yaoundé, Cameroon

Notes: Notwithstanding the provisions of Section 107 of the *Federal Public Sector Labour Relations Act*, revisions to this Appendix shall not constitute a change in terms and conditions of employment for employees subject to the Foreign Service Directives.

Health Canada has the delegated authority to amend this Appendix as required.
FSD 10 - Posting Loan

Scope

Introduction

This directive recognizes that employees may have to purchase items required at post and provides for a loan to employees for these purchases on an as-needed basis.

Directive

10.1 Application

10.1.1 A posting loan for the purchase of items required at post may be granted to an employee. Items required at post could include a private motor vehicle, clothing, household effects and foodstuffs. The employee will be required to identify the purpose of the loan. The posting loan shall only be used for the purchase of items required at post and its use is subject to verification as specified in section 10.9. Posting loans shall not be used for reasons such as investments, debt consolidation, home renovations or personal gain.

10.1.2 A posting loan may be granted to an employee:

- (a) who is notified officially in writing of an impending assignment to a post; or
- (b) who is on assignment at a post where a posting loan was not granted in anticipation of that assignment; and/or
- (c) who has been granted a posting loan and is notified officially in writing of an impending assignment from one post to another post.

10.1.3 Where a loan is approved following notification of posting or cross-posting, the funds may be released to the employee up to 90 days prior to the official date of departure from Canada or from the employee's previous post.

10.1.4 A posting loan is normally granted in advance of posting or during the first 12 months of an assignment at a post.

10.1.5 A posting loan may be granted following completion of 12 months of duty at a post for reasons acceptable to the deputy head.

10.1.6 A posting loan may only be granted during the last 12 months of an assignment at a post in exceptional circumstances for reasons acceptable to the deputy head.

10.2 Maximum Loan Amount

10.2.1 Subject to the discretion of the deputy head and the limitations and conditions of this directive, an employee may be granted an interest-bearing posting loan in an amount not exceeding the lesser of the following amounts:

- (a) fifty per cent of the employee's gross annual salary; or
- (b) the amount in Appendix A of the Directive, established annually on April 1st in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

10.2.2 Where a loan is granted in accordance with paragraph 10.1.2(c), the maximum amount of the loan shall not exceed the amount available under subsection 10.2.1 at the time of official notification of cross-posting, reduced by the outstanding principal of the previous loan, and repayment shall be in accordance with section 10.5. The "principal" is the total amount of the loan which comprises the actual amount received by the employee plus any additional amount required to retire the outstanding principal of the previous loan.

10.3 Maximum Period of Loan

10.3.1 Where a posting loan has been granted in accordance with subsection 10.1.2, the repayment period shall not exceed a maximum of 48 months. Where a posting loan is renegotiated in accordance with paragraph 10.6.1(a), the repayment period shall not exceed a maximum of 48 months from the commencement of the repayment period on the original loan.

10.4 Interest Rate

10.4.1 Where a posting loan or supplementary loan has been approved in accordance with subsection 10.1.2 and/or paragraph 10.6.1(a):

- (a) the rate of interest on the initial loan shall be the prescribed rate in effect on the first day of the quarter (i.e., April 1st, July 1st, October 1st, January 1st) in which the loan is approved, such rate being established by the Department of Finance (<https://www.canada.ca/en/department-finance/services/lending-rates/foreign-service.html> - Interest Rate – Foreign Service Posting Loans);
- (b) the rate of interest on any supplementary loan shall be the prescribed rate in effect on the first day of the quarter in which the supplementary loan is approved, and where the new loan interest rate on the combined loan shall be a weighted average of the two rates;

- (c) the rate of interest shall remain fixed during the period of the loan, subject to the provisions of subsection 10.6.1;
- (d) interest shall be calculated and becomes payable two weeks following the day the loan is approved for deposit to the employee's bank account. These two weeks represent the average time from approval to deposit. Any interest owing between the issuance of the loan and the beginning of the repayment period will be added to the principal;
- (e) interest shall be calculated on the total outstanding balance of the loan, including any outstanding balance from a previous loan and any supplementary loan amount.

10.5 Repayment Terms

10.5.1 Where a posting loan has been granted in accordance with subsection 10.1.2, the loan shall be repaid in equal bi-weekly installments of blended principal and interest. Notwithstanding that interest becomes payable two weeks following the day the loan is approved, at the request of the employee, the repayment start date can be delayed up to the first day of the fourth month following the month in which the loan is approved, or to the first day of the month following the employee's arrival at post, whichever is the earlier.

10.5.2 Where the employee has completed the purchase of items required at post and has not utilized the entire amount of the posting loan, the employee shall repay the unused portion and interest within 30 days of completion of purchases.

10.6 Loan Renegotiation

10.6.1 Where a posting loan has been granted in accordance with subsection 10.1.2, the employee may:

- (a) negotiate a supplementary loan, on one occasion only, for an amount of \$1,500 or over, up to the maximum amount that would have been available under subsection 10.2.1 when the original loan was approved. The additional amount would be at the current interest rate for posting loans; and/or
- (b) renegotiate the term of the loan to a maximum of four years, with no change in interest rate; and/or
- (c) renegotiate the loan to reflect a higher loan payment with a corresponding decrease in the term of the loan, with no change in interest.

10.6.2 The provisions of section 10.6 are available at any time following approval of each loan, except that during the last 12 months of an assignment at a post, the supplementary loan may only be granted in exceptional circumstances for reasons acceptable to the deputy head.

10.6.3 The provisions of subsection 10.6.1 are not available when a loan has been repaid in full.

10.7 Early Repayment

10.7.1 An employee who has been granted a posting loan may partially repay the principal of the loan in a minimum amount of \$1,500 on one occasion only, in which case the rate of interest shall remain unchanged and, upon request, the employee may:

- (a) retain the original repayment period, in which case the total bi-weekly amount of blended principal and interest shall be reduced to reflect the reduced principal of the loan; or
- (b) reduce the original repayment period, in which case the total bi-weekly amount of blended principal and interest shall be adjusted, as required, in accordance with the applicable repayment schedule, to an amount approximating as closely as possible the total bi-weekly amount prior to the partial repayment of the principal.

10.7.2 After confirming with the deputy head the outstanding balance of a loan, an employee shall have the right, during the term of the loan, to repay the whole of the outstanding principal and interest, with interest calculated to the end of the bi-weekly period in which the loan is retired. Where the employee utilizes this right, there is no further entitlement to any of the provisions of this directive for the duration of that assignment, including any extension of that assignment, until and unless the employee is notified officially in writing of an impending assignment from that post to another post. (See subsection 10.1.3)

10.8 Repayment/Recovery – Other Circumstances

10.8.1 Notwithstanding subsection 10.3.1, where an employee who has been granted a posting loan in anticipation of posting is subsequently notified officially that the assignment has been cancelled due to operational requirements as determined by the deputy head, the deputy head may authorize the repayment of the loan under the same terms and conditions as would have applied had the employee proceeded on

posting, except that, in cases of financial hardship, the deputy head may consider extending the repayment period beyond 48 months.

10.8.2 Where the employer directs early termination of a posting and the employee's return to Canada and repayment of the loan would cause financial hardship, the deputy head may consider extending the repayment period beyond 48 months.

10.8.3 Notwithstanding subsection 10.3.1, where an employee returns to Canada prior to the termination of the assignment, the deputy head may authorize the continued repayment of the loan and may also extend the repayment period to a maximum of 48 months from the commencement of the repayment period.

10.8.4 Notwithstanding anything in this directive, where an employee:

- (a) ceases to be employed before repayment is completed, the outstanding amount of the loan shall be subject to immediate recovery pursuant to the relevant provisions of the *Financial Administration Act*;
- (b) has been granted leave without pay during the repayment period of the loan, the employee shall make the necessary financial arrangements to cover the bi-weekly payments during the leave without pay period. If no provision is made for settlement of the regular payments, the outstanding amount of the loan shall be subject to recovery pursuant to the relevant provisions of the *Financial Administration Act*.

10.9 Verification of the Use of the Posting Loan

10.9.1 Employees are required to retain evidence that the amount of the loan was used only for the purpose of purchasing items required at the post and, when requested by the deputy head, to demonstrate that the loan has been used for the purchase of items required at post.

10.9.2 If employees cannot demonstrate that the loan was used for the purchase of items required at the post, the employee will be required to immediately repay that portion of the loan the use of which cannot be substantiated.

10.9.3 A posting loan used for a purpose other than the purchase of items required at post shall be recovered, and in addition, the employee may be subject to administrative and/or disciplinary action.

Appendix A – Maximum Loan Amount - Section 10.2

Effective Date: April 1, 2025

In accordance with subsection 10.2.1 of this directive, the maximum amount of the posting loan, effective April 1, 2025, is \$55,052 or up to 50% of the employee's gross annual salary in effect at the time the loan is approved, whichever is the lesser.

Note: The dollar amount shall be adjusted annually on April 1st in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

FSD 12 - Expenses for Dependants on Pre-Posting Briefing Programs and/or Foreign Language Training

Scope

Introduction

The provisions of this directive provide assistance to the employee for their spouse or common-law partner and/or dependants who will be residing with the employee at the post and who have been authorized by the deputy head to attend a pre-posting briefing program and/or foreign language training.

The cost of delivering the pre-posting briefing program and/or foreign language training is not a Foreign Service Directives expense.

Directive

12.1 Application

12.1.1 Where the deputy head has authorized a pre-posting briefing program and/or foreign language training for a spouse, common-law partner and/or dependant(s), as defined in FSD 2 – Definitions, who accompany an employee on a posting, the employee may claim expenses as follows:

- (a) actual and reasonable return travelling expenses between the place of residence of the spouse or common-law partner and/or dependants who will be residing with the employee at the post, and the location of the pre-posting briefing program or foreign language training, up to the cost of return travelling expenses

between the employee's normal place of residence and the location of the program or training;

- (b) where travelling expenses are authorized under the provision of another Foreign Service Directive or the NJC Travel Directive to a location other than the location of the pre-posting briefing program or foreign language training, the provisions of paragraph 12.1.1(a) shall be limited to the return travelling expenses from the other location to the location of the program or training;
- (c) living expenses, as defined in FSD 2 – Definitions, at the location of the pre-posting briefing program or foreign language training, for the duration of the program or training;
- (d) actual and reasonable local transportation expenses by the most practicable and economical means as determined by the deputy head for one return journey each day to the location of the pre-posting briefing program or foreign language training; and
- (e) the cost of telephone calls in accordance with the NJC Travel Directive from the briefing or training location to the place of residence of the separated family member(s). However, telephone calls shall not be reimbursed where an incidental expense allowance is paid for travel within Canada or the continental U.S.A.

12.2 Dependant Care

12.2.1 Where the employee incurs expenses in excess of any existing dependant care arrangements as a result of a spouse or common-law partner or dependant attending a pre-posting briefing program or foreign language training, the deputy head shall authorize payment of actual and reasonable dependant care expenses incurred in accordance with the NJC Travel Directive.

12.2.2 The dependant care expenses may be incurred at the employee's residence, at the location of the pre-posting briefing program or foreign language training or, with the prior approval of the deputy head, at another location. Note that travel for the dependant requiring care is not covered under this directive.

12.2.3 Expenses for dependant care incurred at post may exceed the maximum amount established in the NJC Travel Directive on the recommendation of the appropriate foreign service interdepartmental coordinating committee.

Part III - Relocation and Related Provisions

FSD 15 - Relocation

Scope

Definitions

Note: *These definitions only apply to this directive.*

Accountable relocation travel option (*option de voyage de réinstallation soumise à justification*) is an accountable option provided to an employee for relocation travel from the old place of duty to the new place of duty for which the employee must submit an expense claim for actual and reasonable relocation travel expenses as outlined in this directive within 30 days after travel has occurred and for which an employee may request an advance, subject to FSD 4 – Accountable Advances.

Actual cash value (ACV) (*valeur réelle*) takes into account the age, condition and expected lifespan of the article in accordance with good industry practice.

Official routing (*trajet officiel*) is the most direct and practical routing as determined by the deputy head for one-way travel from the old place of duty to the new place of duty.

Relocation travel allowance (*indemnité de voyage de réinstallation*) is a non-accountable allowance provided to an employee for relocation travel from the old place of duty to the new place of duty and includes the travel allocation as well as expenses which will be incurred at the old and new place of duty.

Repair (*réparation*) is the restoration of an item to a serviceable condition at a cost not to exceed the replacement cost value.

Travel allocation (*allocation de voyage*) is the amount which will be provided to the employee for travel by air, private motor vehicle (PMV) or sea from the old place of duty to the new place of duty and may include the expenses as outlined in subsection 15.6.2 relating to an authorized stopover where the deputy head determines that one is required.

Directive

15.1 Application

15.1.1 This directive applies to an employee and/or a dependant on relocation to, from and between posts and on ceasing to be an employee and/or dependant while serving outside Canada.

15.1.2 The relocation provisions should provide for the employee's legitimate relocation expenses, without opening the way for personal gain or for the underwriting of extravagances. Employees should read this directive carefully and where the advice given by the department contradicts the directive, employees should request that the advice be given in writing. This is important as expenses resulting from misinterpretation or mistakes shall not necessarily be reimbursed.

15.1.3 It is the employer who decides whether an employee should be relocated; therefore, it is the sole responsibility of the employer to determine the relocation assistance that should be provided.

15.1.4 In any relocation, the aim should be to relocate the employee in the most efficient fashion - that is, at the most reasonable cost to the public, and with minimal inconvenience to the employee and family.

15.1.5 When travelling and/or living expenses are authorized under this directive or under other directives, a dependant is entitled to transportation and accommodation standards similar to those applicable to the employee. If during relocation the employee is required to precede or follow a dependant to or from the post, one dependant shall be considered, subject to the approval of the deputy head, as the employee for purposes of expenses incurred under this directive.

15.1.6 The employer shall provide the relocating employee with the necessary and reasonable leave with pay, based on individual circumstances, to carry out all activities related to the relocation, including the overseeing of the packing and unpacking of household effects, as well as for section 15.20 – House Hunting Trips if authorized by the deputy head, and relocation travel as per this directive, to the new place of duty.

15.1.7 The provisions of FSD 3.7 – Cancellation or change to assignment shall apply where, due to operational requirements as determined by the deputy head, an employee who has been notified officially of an assignment outside Canada is subsequently notified officially that the assignment has been cancelled or changed.

15.1.8 Relocation provisions within this directive aim to facilitate the relocation of the employee and dependants to their new place of duty. A flexible relocation expenses fund may be created in accordance with Appendix G of this directive where an employee opts not to use or limit the use of one or more of the following provisions: storage of household effects, shipment of household effects, storage or shipment of a vehicle, and business class travel if applicable.

15.1.9 The intent of the flexible fund is to support the employee's relocation to the new place of duty by allowing other relocation expenses which are not otherwise payable under the FSD or for which amounts may not be sufficient for an employee's personal situation.

15.1.10 Admissible expenses are reimbursed based on receipts up to the amount of the flexible fund. Admissible expenses include extra baggage, including cargo when arranged by the employee, additional local transportation when authorized under FSD 15.22, local transportation expenses when FSD 15.22 does not apply, shipment or boarding of pets, travel for an additional individual to support the relocation of the employee, and other expenses relating to the relocation with prior approval by the deputy head. Other than expenses listed above, relocation expenses that are otherwise included in an employee's incidental relocation expense allowance as outlined in Appendix C will only be considered if an employee elects to demonstrate that the full amount of the incidental relocation expense allowance has been used. The incidental relocation expense allowance remains not accountable.

15.1.11 All receipts must be submitted to the deputy head within six months after the employee has arrived at the new place of duty. Any amount remaining in the Flexible Relocation Expense Fund after admissible receipts have been reimbursed will return to the Crown

15.2 Employee-Couple

15.2.1 Where an employee-couple is assigned to the same post, the provisions of this directive shall normally apply to one employee only of an employee-couple, subject to the provisions of subsection 15.2.3. The other employee will be considered as a dependant for the purposes of the relocation, unless the deputy head determines that individual treatment is justified by program requirements. In that case, the details shall be reported to the appropriate foreign service interdepartmental coordinating committee.

15.2.2 Where an employee-couple is assigned to different posts, the provisions of this directive shall apply to each employee, having regard for any accompanying dependant.

15.2.3 The employer shall provide each relocating employee of an employee-couple as defined in FSD 2 – Definitions with the necessary and reasonable leave with pay, based on individual circumstances, to carry out all activities related to the relocation.

Relocation Travel

15.3 General

15.3.1 When an employee is relocated, the travel allocation as defined in this directive, shall be established by the deputy head. The employee may opt for a relocation travel allowance or an accountable relocation travel option as defined in this directive.

15.3.2 Air travel is the standard mode of transportation for an employee who is relocated as in almost all cases it is the most practical and economical. However, where feasible, an employee may choose to travel by PMV or sea or a combination of air, PMV or sea as outlined in this directive. The relocation travel allowance will be calculated based on the mode or modes of travel requested by the employee. When driving is an option, the employee may be required to prove that travel took place as per the predetermined mode(s) of travel. Where actual travel does not follow the mode of travel as established for the relocation travel allowance, the employee will have been deemed to have selected the accountable option and a claim will be required. Funds will be recovered as applicable.

15.3.3 Where an employee travels by PMV or sea or a combination of air, PMV or sea, the maximum of the relocation travel allowance is the amount which would have been authorized in subsection 15.6.1 for travel by air, unless otherwise specified.

15.3.4 Each employee and dependant who will be residing with the employee at post is entitled to relocation travel and an individual seat under this directive. Where reduced fares are offered for children on airlines acceptable to the deputy head, such fares will normally be used to determine the airfare entitlement.

15.3.5 Subject to section 15.6, where an employee is relocated from one post to another post, the deputy head shall determine the travel allocation based on the official routing, or, when so requested by the employee and/or dependant(s), from the old post via the headquarters city to the new post. Where a travel allocation is authorized for travel through the headquarters city, the employee will be required to provide proof that travel to the headquarters city took place for each traveller.

15.3.6 In the event that the deputy head instructs an employee to proceed from the present post directly to the next post, the employee and accompanying dependants shall be entitled to one additional trip to the headquarters city for use during the employee's next posting in accordance with subsection 50.4.3 of FSD 50 – Post Travel Assistance unless the employee's dependant(s) are authorized to travel through the

headquarters city at the time of relocation. In this case, only the employee shall be entitled to one additional trip, in accordance with this subsection.

15.3.7 In exceptional circumstances, the deputy head may provide an employee and accompanying dependant(s) with return transportation from the present post to the headquarters city prior to departure from the employee's present post, in lieu of the provisions of subsections 15.3.5 and 15.3.6, following confirmation of an assignment from one post to another post in order to facilitate the operational requirements of the department.

15.3.8 In exceptional circumstances, the provisions of 15.3.5, 15.3.6 and 15.3.7 may be applied for travel to the last place of duty in Canada in lieu of the headquarters city where the employee can demonstrate to the deputy head the need for travel to the last place of duty in lieu of the headquarters city. Considerations may include medical, legal or financial appointments.

15.4 Relocation Travel Allowance or Accountable Relocation Travel Option

15.4.1 Where an employee chooses to receive a relocation travel allowance for relocation travel, the employee shall be issued the allowance in advance of the travel, and upon termination of relocation travel the employee may submit an expense claim for the additional relocation expenses as outlined in section 15.5. The relocation travel allowance shall be established on an individual basis by the deputy head based on the following:

- (a) the travel allocation specific to the mode of travel as outlined in sections 15.6 for travel by air, 15.7 for travel by PMV and 15.8 for travel by sea;
- (b) an amount of \$75.00 for relocations to and from Canada to compensate for local transportation cost at the place of duty in Canada where an employee does not have access to a PMV;
- (c) two nights' hotel accommodation at the place of duty in Canada if the employee does not have access to their residence; and
- (d) the daily meal allowance for each traveller and one daily incidental expense allowance per family unit in accordance with the NJC Travel Directive, for two days each at the old and the new place of duty.

15.4.2 Where an employee chooses the accountable relocation travel option for relocation travel, an expense claim based on actual and reasonable expenses may be submitted for travel and accommodation up to the maximum which would have been

authorized under paragraphs 15.4.1(a) and (c) respectively. The expenses for local transportation in Canada and for the daily meal allowance and daily incidental expense allowance may be claimed in accordance with paragraphs 15.4.1(b) and (d), subject to section 15.11.

15.4.3 Where the employee chooses to not travel via the official routing and/or chooses to take additional travel leave, the employee is responsible for any difference in costs which exceed the travel allocation and the employer will not be responsible for any additional expenses incurred as a result of disruptions or delays arising from the arrangements made by the employee. The employee shall claim the travel leave as specified in section 15.9. The employee must submit a leave request for any additional time taken during normal working hours resulting from the employee's personal travel arrangements.

15.5 Additional Relocation Expenses

15.5.1 Employees may submit an expense claim based on receipts for the following actual and reasonable additional relocation expenses:

- (a) two nights' accommodation at the place of duty outside of Canada, subject to the limitations of section 15.23, or two nights' waiver of shelter cost at the post where the employee will be occupying Crown-held accommodation, as determined by the deputy head;
- (b) local transportation expenses at the place of duty outside Canada for travel to or from the airport as applicable;
- (c) actual and reasonable costs for service charges/fees relating to financial transactions directly related to relocation travel based on the official routing, such as, but not limited to Automated Banking Machine use, credit/debit card use, financial institution foreign currency transaction commissions, traveller's cheques acquisition and cheque-cashing fees provided these costs are supported by receipts and the expense currency is indicated;
- (d) expenses for necessary official telephone calls provided the purpose of the call is stated on the expense claim;
- (e) passports and related expenses such as visas, certificate of health and translation of official documents as required by officials;
- (f) gratuities related to travel, except that gratuities related to meals are included in the daily incidental expense allowance;

- (g) insurance for damage and/or loss of accompanying baggage to a maximum of \$1,000 per traveller, beyond the compensation provided by the carrier, credit card company, travel agency or auto insurer as applicable; and
- (h) dependant care expenses in accordance with the dependant care provisions of the NJC Travel Directive, for a maximum of four days per relocation for dependants who are nine years of age or less and residing with the employee while effects are packed/unpacked and loaded/unloaded, at the old and/or new place of duty.

15.5.2 The expenses relating to passports and related expenses in paragraph 15.5.1(e) may be covered for dependants, notwithstanding the fact that a relocation is not imminent. Examples include the birth of a child at post.

15.6 Travel by Air

15.6.1 The air travel from the old place of duty to the new place of duty will be based on the official routing as defined in this directive for the employee and each accompanying dependant using:

- (a) unrestricted full economy air fare; or
- (b) business class air fare, where the employee and dependants fly by the official routing which qualifies for business class travel by virtue of a flight of nine or more hours or continuous air travel in excess of 12 hours from scheduled departure to scheduled arrival or with an overnight stop or layover equivalent to an overnight stop, and the employee agrees to subsequently provide evidence (boarding passes or tickets) that all travellers receiving the business class allocation travelled business class as planned.

15.6.2 Where the itinerary on which the air travel allocation, as determined by the deputy head, results in an authorized stopover, the travel allocation will include expenses at the stopover location in accordance with the NJC Travel Directive for return local transportation between the airport and the accommodation, accommodation, the daily meal allowance for all authorized travellers, and one daily incidental allowance per family unit.

15.6.3 To alleviate fatigue caused by long journeys, overnight travel and time zone changes, wherever feasible, a suitable rest period shall be arranged between the time of arrival at the destination and the time the employee is required to report to work.

15.6.4 The official routing for relocation travel between posts and Ottawa, including any authorized stopovers, shall be submitted to the NJC FSD Committee by June 30th of every year, as specified in FSD 70.5.3 – Reporting Requirements.

15.7 Travel by Private Motor Vehicle (PMV)

15.7.1 The travel allocation for travel by PMV from the old place of duty to the new place of duty shall be determined by the deputy head to include:

- (a) the kilometric/mileage rate applicable to government business travel at the point of departure as applicable, for the number of kilometres/miles driving distance between the former place of duty and the new place of duty, increased by 20% for necessary additional travel, as determined by the deputy head;
- (b) travelling expenses for the journey by PMV, for the employee and each accompanying dependant. The deputy head shall determine the number of stopovers and the number of days for which meals and accommodation while travelling will be included in the allowance, on the basis of the most practical and economical route by PMV; and
- (c) the lower kilometric/mileage rate for a second PMV, for the same driving distance as for the first vehicle, if a second vehicle is being driven.

15.7.2 Where two PMVs are driven, the travel allocation shall be increased by the estimated cost of shipping one PMV, which would otherwise have been shipped from its location to the new place of duty as outlined in section 15.18. Where one car is shipped and the other one is driven or where only one PMV is driven, the travel allocation is limited to the cost of air travel alone.

15.7.3 Subject to paragraph 15.7.1(b), an employee who is authorized to travel by PMV shall not normally be expected to travel more than 500 kilometres per day. Where the distance between the old and the new place of duty is less than 650 kilometres, the employee shall be expected to complete the journey within one day, unless conditions acceptable to the deputy head prevent completion of the journey within that time. Where the distance between the old and new places of duty necessitates more than one day of travel and after the employee having completed one or more days of travel, less than 650 kilometres of the journey remain, the employee shall be expected to complete the journey within one day, unless conditions acceptable to the deputy head prevent completion of the journey within that time.

15.8 Travel by Sea

15.8.1 The travel allocation for travel by sea from the old place of duty to the new place of duty shall be determined by the deputy head to include:

- (a) an amount up to the air travel allocation in paragraph 15.6.1(a); and
- (b) the estimated cost of shipment of the employee's PMV, as established by the deputy head in accordance with the provisions of section 15.18, where shipment of a PMV has been authorized by the deputy head, provided such costs are not included in the total ticket price for transportation/travel by ship, including costs related to the shipment of the PMV such as dock charges, insurance, etc.

15.9 Travel Leave

15.9.1 An employee shall be granted relocation travel leave based on the travel time required for travel by air by the official routing, except where:

- (a) travel is authorized under subsection 15.10.2 in which case the deputy head shall determine the appropriate amount of travel leave; and
- (b) the employee elects to travel by PMV in which case two days' leave shall be granted.

15.10 Traveller with Special Needs

15.10.1 Where a traveller with a physical disability is required to pay for special assistance in travel (e.g. taxi driver or porter), the deputy head shall reimburse these actual and reasonable expenses based on receipts, provided they are clearly necessary and reasonable.

15.10.2 Where, for logistical, operational or medical reasons, the deputy head authorizes an alternative mode of transportation other than air for all or some portion of the employee's journey, reimbursement of actual and reasonable costs associated with such travel in accordance with this directive shall be authorized by the deputy head notwithstanding that such costs may exceed the cost of economy air travel. In such exceptional circumstances the employer shall make the necessary arrangements utilizing such modes and standards of travel as are deemed appropriate to the circumstances, having regard for the NJC Travel Directive.

15.11 Temporary Duty En Route

15.11.1 Where an employee is en route to or from a post and has an authorized stopover to transact official business, the deputy head may, in advance of such duty,

authorize necessary expenses as are considered appropriate in respect of each accompanying dependant who is authorized to travel with the employee and:

- (a) who was residing with the employee at the former place of duty and will be residing with the employee at the new place of duty; and/or
- (b) for whom relocation expenses are authorized in accordance with section 15.29.

15.11.2 The deputy head may authorize reimbursement of such expenses as are considered reasonable and justifiable according to the circumstances, normally for a period of up to seven days at any one location.

15.12 Illness, Injury or Death while Travelling

15.12.1 Reimbursement may be made for the use of an ambulance or taxi, as the deputy head deems appropriate under the circumstances, if an employee or a dependant becomes ill or is injured while travelling to the new place of duty and the deputy head is of the opinion that the nature of the illness or injury necessitated the use of an ambulance or taxi to a hospital, or a taxi to the hotel.

15.12.2 An employee may also be reimbursed necessary expenses caused by the illness or injury to the extent the deputy head is satisfied the expenses were additional to those which might have been incurred had the employee not been absent from the place of duty and which are not otherwise payable to the employee under an insurance policy, the *Government Employee's Compensation Act*, or other authority.

15.12.3 When, in the opinion of the attending physician, an employee's condition resulting from illness or injury while travelling to the new place of duty warrants the presence of the next-of-kin or a representative of the family, the deputy head may authorize payment of:

- (a) actual and reasonable return travelling expenses for such person to the location of the employee, minus return travelling expenses between the location of the person who is travelling and the headquarters city; and
- (b) actual and reasonable accommodation expenses at the location of the employee for any reasonable period as determined by the deputy head.

15.12.4 If an employee or a dependant dies while travelling to a new place of duty, the deputy head shall authorize payment of expenses in accordance with FSD 66 – Death Abroad of an Employee or Dependant except that where the body is not transported,

travel for the next-of-kin to the place of burial may be authorized as in subsection 15.12.3.

Relocation of Household Effects and Private Motor Vehicle (PMV)

15.13 Shipment and Storage of Household Effects

15.13.1 On relocation to a new place of duty, the deputy head shall authorize and arrange shipment of all or part of the employee's household effects, as follows:

- (a) with respect to those household effects authorized for shipment, the deputy head shall approve for payment the actual and reasonable expenses for packing, crating, cartage, transportation, temporary storage for a period not exceeding twelve months, and unpacking;
- (b) with respect to those household effects not authorized for shipment, the deputy head shall make the necessary arrangements and approve for payment the actual and reasonable expenses for packing, crating, cartage and storage of such effects and, if necessary, transportation expenses to the employee's headquarters city or the nearest place where the deputy head determines suitable storage facilities exist;
- (c) whether or not a PMV is shipped under section 15.18, the deputy head may authorize payment:
 - (i) of actual and reasonable storage costs, including insurance and a one-time preservation fee for such services as removing battery, raising PMV off tires, applying lubricants as required, etc. for commercial storage of the employee's PMV, where the "Canadian Red Book" value of the vehicle exceeds the estimated cost of storage for the posting period; or
 - (ii) up to \$30 per month, including insurance, for private dead storage, such amount to be adjusted from time to time where the estimated cost of storage for the posting period exceeds the "Canadian Red Book" value.

15.13.2 The deputy head may authorize additional shipments of household effects, subject to the overall weight limitations of Appendix B of this directive.

15.13.3 The deputy head may authorize additional shipments and approve for payment the actual and reasonable expenses for packing, crating, cartage, transportation and unpacking of:

- (a) essential household effects requested within six months from the date of the employee's occupancy of permanent accommodation at the post;
- (b) household effects where there is a change in the number of the employee's dependants, for example, birth or adoption of a child;
- (c) household effects for a dependant or dependants who are or will be subject to FSD 18 – Special Family Separation Assistance, subject to section 18.8;
- (d) household effects for a dependent student, subject to section 35.5 of FSD 35 – Education Travel;
- (e) household effects, subject to section 15.32, for a spouse or common-law partner or child qualifying as a dependant in mid-tour;
- (f) household effects, subject to section 15.30 – Person Ceasing to be a Dependant, for a person who ceases to be a dependant while abroad; and
- (g) household effects to replace inventory items lost at the post as a result of fire, theft or other calamity in which case the overall weight limitation may be exceeded.

15.13.4 An employee on cross-posting may be allowed additional shipments, at the discretion of the deputy head as follows:

- (a) from the employee's headquarters city or third location, to the employee's post. This will apply to situations such as, but not limited to, a move to a significantly different climate requiring different clothing, or where food and other supplies must be brought to the post; and/or
- (b) to the headquarters city from the former place of duty of effects which will not be needed at the new place of duty. This will apply to situations such as, but not limited to, a move from an unfurnished accommodation to a furnished accommodation where the furniture will not be required, and a move where dependants are not accompanying the employee to the new place of duty. If the deputy head does not agree to a shipment to the headquarters city for cost reasons, the employee shall not be penalized for overweight for these excess goods going to and/or from the new place of duty. The employee will not be responsible for costs incurred for storage, if required, at the new place of duty.

15.13.5 Where, during an assignment outside Canada, an employee acquires furniture and household effects and/or a private motor vehicle (PMV) as a result of an inheritance, the deputy head shall authorize payment of all or a part of the storage

costs only, incurred either in or outside Canada, of such effects until the employee is assigned to duty in Canada. Inheritance may also include personal and household effects transferred from parent(s) who move from a family residence into an elder-care facility. With respect to storage of an inherited private motor vehicle (PMV), provisions in paragraph 15.13.1(c) will apply.

15.13.6 Payment of shipping charges in accordance with subsection 15.13.3 may not exceed the charges that would apply if the shipment were made between the employee's headquarters city and the post.

15.13.7 Where, for reasons attributable to employee choice, more than one trip is made to the employee's residence for packing and crating of household effects, the employee shall be responsible for those costs which would not have been incurred had the packing and crating been done on one occasion only.

15.13.8 Shipment of effects of a dependent student who joins the employee at the post may be authorized under FSD 35 – Education Travel.

15.13.9 Where, following notification of an assignment outside Canada, an employee chooses to ship household effects, for the use of a dependent student who has been a member of the employee's household, to a temporary residence which is directly and solely attributable to the relocation, the deputy head may exercise managerial discretion under section 15.33 to authorize for payment the actual and reasonable expenses for packing, crating, transportation and unpacking (including in-transit insurance) of such effects and their return to the employee's principal residence, up to the cost that would otherwise have been incurred for the packing, crating, cartage and commercial storage of the effects in the employee's headquarters city.

15.13.10 Notwithstanding subsection 15.13.2, an additional shipment of personal and/or household effects or accompanied excess baggage shall be authorized for employees who are returning to a level III, IV or V hardship post in accordance with the provisions of section 50.6 of FSD 50 – Post Travel Assistance.

15.13.11 Where, at the request of an employee, household effects which were not placed in long-term storage in accordance with paragraph 15.13.1(b) at the time of the employee's relocation are later placed in long-term storage during the employee's assignment outside Canada, actual and reasonable expenses for packing, crating, cartage and storage may be authorized by the deputy head to the extent that such

expenses do not exceed the expenses that would otherwise have been incurred had these effects been placed in long-term storage at the time of the employee's relocation.

15.13.12 On relocation from a post to a place of duty in Canada, the deputy head shall make the necessary arrangements and approve for payment the actual and reasonable expenses for packing, crating, transportation, unpacking, and incidental storage of household effects for a period not exceeding twelve months or until the employee moves into permanent accommodation, whichever is earlier.

15.13.13 Subject to 15.13.12, where an employee has acquired permanent accommodation, delivery of household effects and of a PMV which have been shipped or stored at public expense must be delivered as early as possible. An employee may request a later delivery provided costs relating to the later delivery are borne by the employee. Where a PMV was stored at public expense, the employee must remove the PMV from storage within 14 days after arriving at the new place of duty. An employee may take later delivery of PMV provided costs relating to the later delivery are borne by the employee.

15.14 Modes of Shipment

15.14.1 The household effects authorized for shipment to an employee's new place of duty shall be shipped using the most practical mode and route. Effects shall be shipped by surface means, by air cargo or by a combination of both modes as determined by the deputy head. The mode of shipment may differ on relocation to and from post. In determining the mode of shipment the deputy head shall take into account anticipated costs of temporary shelter, available shipping facilities and conditions at the new place of duty.

15.14.2 In exceptional cases, the deputy head may authorize limited excess baggage or accompanied air freight, as appropriate, for example, where:

- (a) access to the air shipment may be delayed;
- (b) there may be an extended stay in temporary accommodation; or
- (c) there is a need for more clothing because of a significant change in climate.

15.15 Restrictions Applying to Shipments

15.15.1 When a removal at public expense has been authorized in accordance with the foregoing, an employee may include all household effects, subject to the limits of Appendix B of this directive.

15.15.2 The following is a representative listing of items which shall not be moved at public expense:

- (a) items which by law or tariff restriction may not be moved with household effects, for example, fuel, explosives, ammunition, corrosives, flammable liquids, aerosols, home brew, cooking oil;
- (b) goods requiring climatically controlled conditions;
- (c) building materials, patio stones, cement blocks, outdoor barbecues (brick, cement or stone);
- (d) boats (except where sufficient space is available in the container authorized for shipment of the employee's household effects, including the employee's PMV or motorcycle where this has been authorized for containerized shipment with household effects);
- (e) aircraft and parts of aircraft;
- (f) trailers;
- (g) livestock;
- (h) portable buildings (except when dismantled and accepted by the mover on a straight-weight basis); and
- (i) farm or construction equipment or machinery.

15.16 Weight Limitations

15.16.1 The total quantity of effects the deputy head will normally approve under section 15.13 for shipment on each relocation at public expense shall not exceed the weight limitations outlined in Appendix B for the type of accommodation at the post. The weight of household effects used for disability-related needs (such as motorized wheelchair, etc.) shall not be considered as part of the weight of the employee's household effects for the purposes of the weight limitations.

15.16.2 An employee shall be advised of the pre-shipment weight of effects. If these estimates indicate an overweight situation, the employee shall either take corrective action to reduce shipping weights to within the authorized limit or accept responsibility for overweight charges.

15.16.3 Prior to departure from post, an employee is expected to consider estimates provided for outgoing shipments by reference to the total weight of all incoming

shipments and the purchase of personal and household effects while at post. It is the employee's responsibility to bring discrepancies to the attention of the deputy head.

15.16.4 When effects have been authorized for shipment at public expense to a post, those effects shall be authorized for shipment and/or storage at public expense from that post, reduced by the weight of any shipments to Canada under FSD 35 – Education Travel, the weight of consumable goods shipped to post which put the shipment to post in an overweight situation and/or other FSD provision.

15.16.5 In unusual circumstances, such as where packing material is heavier than normal, or there is evidence to indicate fault or negligence outside the reasonable control of the employee, the overall weight limitations referred to in section 15.16 may be exceeded with the approval of the deputy head. Where applicable, a determining factor in considering an exception to the weight limitation would be the total weight of all incoming shipments. Where it can be clearly demonstrated that the employee could not have been aware of an overweight situation, or was advised too late to take corrective action, recovery of all costs related to the excess weight shall be waived. Where a weight limitation has been exceeded without prior approval, the employee may be held accountable for any shipping and related charges.

15.16.6 Where an employee chooses to ship additional effects to post at personal expense, the weight of these effects shall not be included in the weight entitlement on departure from post.

15.17 Preparation of Inventory

15.17.1 The inventories of household effects the employee must submit to the deputy head prior to departure shall be separated into four sections: air shipment, sea or road shipment, long-term storage and accompanying baggage.

15.17.2 Articles listed in the inventory shall be described briefly, together with details regarding year of purchase, model and serial numbers if applicable, condition and replacement cost value in Canada at the time the inventory is prepared. Everyday household items, clothing, bedding/linen, kitchenware, appliances, furniture, furniture accessories, books, toys, etc. can be listed and valued either separately or in groups.

15.17.3 Effects shall be described as follows:

- (a) **General** - Items which are valuable or unique or difficult to replace, such as works of art, hand-crafted rugs, antiques, etc. shall be described in more detail.

Appraisal reports may be required for specific items as specified by the service provider. It is also helpful to have photos or videos of valuable items on file in case of damage or loss.

- (b) **Crystal, porcelain, art objects etc.** shall be described with emphasis on breakable or damageable items, particularly those that have a high value in comparison to like items. For name-brand crystal, porcelain, silverware and similar items which are still available commercially, appraisal reports are not required. The brand, model and specific design of these items shall be noted.
- (c) **Furniture, major appliances and carpets**, particularly when they will be detailed individually on the mover's inventory, need not be described in detail, but make and model shall be noted. Where appropriate, similar items can be listed as sets, i.e. 8 mahogany dining room chairs at \$300 each.
- (d) **Appliances, electrical and electronic equipment** shall be described by make, model and serial number, unless they are unique or antique and valued at more than \$1,500, in which case a current appraisal report shall be provided and attached to the inventory. No compensation will be provided for appliances and electronic or electrical equipment unless a certificate of good working order at the time of shipment or storage is attached to the inventory.
- (e) **Other effects**, such as clothing, cooking accessories, regular glassware and china, books, CDs, sporting equipment, tools, etc., may be listed in groups.
- (f) Any single item valued at over \$1,000, other than name-brand items, or any personally-crafted item valued at more than \$300 shall be supported by an appraisal report, with a copy attached to the inventory.
- (g) Items excluded from insurance coverage by the Crown should be listed separately in the same manner to assist in arranging private insurance coverage on some or all of these articles in the event the employee wishes to arrange such coverage.

15.17.4 If an employee's household effects are damaged or lost during relocation, no claim for such loss or damage may be made under this directive unless the employee has submitted a detailed inventory of items shipped and/or stored at public expense, to the deputy head two weeks prior to departure for the new place of duty.

15.17.5 Inventories are essential to the damage and loss claims process, and are often necessary for customs purposes. The inventory may not be sufficient to substantiate ownership or value of specific items. Employees are advised to keep receipts, photos, or videos, of important, valuable and unique effects.

15.18 Shipment of Private Motor Vehicle (PMV)

15.18.1 Subject to the provisions of this section, the deputy head may authorize shipment of one private motor vehicle (PMV), the primary purpose of which is for family conveyance. For purposes of shipment, private motor vehicle (PMV) means a motorcycle (when not shipped as household effects), sedan, sports car, station wagon, minivan, pick-up or 4-wheel drive vehicle of three-quarter ton rating or less owned by or registered in the name of an employee or a dependant.

15.18.2 Payment of the actual and reasonable expenses related to the crating if required by the shipping and/or insurance company, insuring and transporting of a PMV to and/or from the employee's post may be authorized when the deputy head is satisfied that the country to which an employee is about to be relocated does not:

- (a) impose restrictive limitations on the size or other characteristics of the PMV to be shipped;
- (b) have vehicle operating laws or conditions that in the opinion of the deputy head make the operation of the employee's PMV significantly less safe than that experienced in Canada;
- (c) have prohibitive import duties or embargoes on the importation of private motor vehicles, or prohibitive disposal restrictions.

15.18.3 Expenses authorized under subsection 15.18.2 shall not exceed the cost of crating, insuring, and transporting an employee's PMV from the old place of duty in Canada to the post, notwithstanding that the PMV may be shipped from a third location to the employee's post.

15.18.4 Expenses authorized under subsection 15.18.2 shall not exceed the cost of crating, insuring and transporting an employee's PMV from the post to the new place of duty in Canada, except that such expenses will only be authorized if the PMV is in the possession of the employee, or a dependant, at the post, prior to shipment.

15.18.5 In cases of cross-posting, the expenses authorized under subsection 15.18.2 shall not exceed the cost of crating, insuring and transporting an employee's PMV from:

- (a) the employee's old place of duty to the new place of duty where the vehicle is shipped from the old place of duty; or

(b) the employee's old place of duty in Canada to the new place of duty where the vehicle is shipped from a location other than the employee's former post, except where the deputy head determines, and advises the appropriate foreign service interdepartmental coordinating committee, that unusual circumstances warrant the waiver of this limitation.

15.18.6 In determining the transportation entitlement under subsection 15.4.3, the cost for PMV shipment shall be established in accordance with subsections 15.18.3, 15.18.4 and 15.18.5 above, but shall not exceed the estimated cost of shipping the vehicle from its location to the new place of duty.

15.18.7 Payment of duties, taxes or registration for which an employee may be liable at a post or in Canada in respect of a PMV, motorcycle, boat or trailer shall not normally be authorized by the deputy head.

15.18.8 Where the vehicle to be shipped exceeds the limits specified above, the deputy head may authorize actual and reasonable shipment expenses for such a vehicle to the limit of the maximum allowable.

15.18.9 The deputy head shall not authorize shipment of a PMV which does not meet carrier specifications.

15.18.10 The provisions of section 15.18 may be applied to a PMV which is shipped directly from the manufacturer to a local dealer at the employee's post, notwithstanding that it is not owned by or registered in the name of the employee or dependant at time of shipment, in situations where the manufacturer will not ship directly to the employee. Reimbursement shall be limited to identifiable transportation costs, upon production of evidence satisfactory to the deputy head, for the purchase of a new PMV.

15.18.11 The provisions of subsection 15.18.10 may also be applied where, in the opinion of the deputy head, it is cost effective to purchase a new PMV from a local dealer, rather than pay directly for shipment of a PMV to a post.

Damage and/or Loss Claims of Household Effects

15.19 General Provisions

15.19.1 Employees shall be provided insurance for damage and/or loss of household effects while in transit as follows:

- (a) \$120,000 for household effects which are shipped to or from a post where employees will be or have been occupying Crown-furnished accommodation; or
- (b) \$140,000 for household effects which are shipped to or from a post where employees will be or have been occupying unfurnished accommodation for which they shipped furniture; and
- (c) \$120,000 for effects in storage at public expense which includes coverage for damage and loss of a PMV limited to the Canadian Red Book value on entry into storage and does not include compensation for corrosion or natural deterioration; and
- (d) coverage for damage and loss of a PMV which is shipped to or from post, limited to the Canadian Red Book value.

15.19.2 Pending settlement of a claim for damage and/or loss to effects stored, accompanied or shipped at public expense, the deputy head, without prejudicing the settlement of claims, may authorize an accountable advance to the employee not to exceed the actual cash value of the lost or damaged effects.

15.19.3 Any advance made to an employee and any compensation received by the employee from a third party shall be reimbursed by the employee.

15.19.4 More than one advance payment may be made to an employee provided that:

- (a) the total amount of all advances does not exceed the actual cash value of claimable items; or
- (b) the employee has accounted for an advance and is requesting a subsequent advance for the purchase of replacement items, up to the actual cash value of the outstanding claimable items.

15.19.5 The time limits specified in FSD 4 – Accountable Advances shall not apply to accountable advances made pursuant to subsection 15.19.2.

15.19.6 When an employee encounters difficulties in the settlement of a claim for damage and/or loss to personal and/or household effects, the deputy head will liaise with the contracting authority as required.

15.19.7 When an employee encounters difficulties in the settlement of a claim for damage and/or loss to personal and/or household effects, the deputy head may authorize the services of a separate service provider for advisory purposes to

determine the extent of damage and/or loss and to recommend compensation in line with industry practice.

Other Types of Relocation Expenses

15.20 House Hunting Trips (HHT)

15.20.1 A house hunting trip (HHT) is not an entitlement. When an employee is notified of a relocation to a new place of duty where Crown-held accommodation will not be available, the deputy head may authorize, where it can be reasonably demonstrated that the proposed HHT is cost-effective, for the employee and/or spouse or common-law partner, the following:

- (a) return travelling expenses by the lowest available airfare appropriate to a particular itinerary from the present place of duty to the new place of duty. Travel by private motor vehicle (PMV) at the lower kilometric rate shall not normally be authorized when, the travel distance exceeds 650 kilometres by road and/or travel under the NJC Travel Directive is less costly than commercial transportation or car rental. Parking, ferry and toll charges shall also be reimbursed, as appropriate when transportation is by private motor vehicle (PMV). Car rental or other transportation expenses shall not be reimbursed;
- (b) living expenses, as defined in FSD 2 – Definitions, at the new place of duty for a maximum of seven consecutive days (up to eight nights);
- (c) actual and reasonable local transportation expenses during a HHT to Canada for a period of up to seven days, as follows:
 - (i) the cost of a rental vehicle in accordance with the NJC Travel Directive; or
 - (ii) the kilometric rate under the NJC Travel Directive for use of a PMV; or
 - (iii) public transportation costs not to exceed the cost of a rental vehicle;
- (d) actual and reasonable local transportation expenses during a HHT to a post by the most practicable and economical means as determined by the deputy head for a period of up to seven days; this could include taxis or a rental vehicle in accordance with the NJC Travel Directive;
- (e) payment of dependant care expenses in accordance with the provisions of the NJC Travel Directive. Where expenses for dependant care are incurred at a post, the maximum amount may be exceeded on the recommendation of the appropriate foreign service interdepartmental coordinating committee;

- (f) telephone calls during a HHT in accordance with the NJC Travel Directive to dependant(s) at the former place of duty; however, telephone calls may not be claimed where an employee is receiving an incidental expense allowance for travel within Canada or the continental U.S.A;
- (g) leave with pay for the employee; and/or
- (h) travelling time to and from the new place of duty where it is not possible for the employee to travel during non-working hours.

15.20.2 An extension of the time limits in and related expenses under paragraphs 15.20.1(b), (c), (d), and (f) may be authorized where in the opinion of the deputy head additional time is required at the new place of duty to conclude arrangements.

15.20.3 Where transportation costs are not incurred for a HHT, the deputy head may authorize reimbursement of those local transportation expenses and dependant care expenses which would be authorized for a HHT, while in receipt of family separation expenses or in conjunction with relocation travel.

15.20.4 Where transportation costs are not incurred for a HHT, the deputy head may authorize payment of those living expenses, local transportation and/or dependant care expenses which would be authorized for a HHT, where it would be cost-effective to authorize such expenses in conjunction with other travel, such as temporary duty, or vacation travel.

15.20.5 Where transportation costs are not incurred for a HHT, the deputy head may authorize payment of living expenses and/or dependant care expenses for a dependent child where it would be cost-effective to authorize a HHT in conjunction with other travel.

15.20.6 Dependant care assistance shall not be provided where the child's other parent resides in the same location as the child who requires dependant care.

15.20.7 Where there are children who, because of a permanent disability, require the full-time care of a parent, the deputy head may authorize commercial transportation costs only for such children to accompany their parents on the house hunting trip.

15.20.8 An employee may consider the provisions of FSD 56.11.5 to cover expenses for another person to accompany them on a house hunting trip at post. An employee may

consider making use of funds received while at post via FSD 56.11.1 to cover expenses for another person to accompany them on a house hunting trip in Canada.

15.20.9 An employee who has taken a HHT and who subsequently does not relocate shall not be required to reimburse the expenses incurred for the HHT.

15.21 Incidental Relocation Expense Allowance

15.21.1 In recognition of those incidental relocation expenses which are directly and wholly attributable to the relocation and which are not otherwise payable under a specific payment authority of the Foreign Service Directives, the deputy head shall authorize an incidental relocation expense allowance in accordance with Appendix C for which receipts are not required.

15.22 Local Transportation Expenses

15.22.1 An employee may claim per relocation, local transportation expenses with receipts, at the old and/or new place of duty as follows:

(a) in accordance with section (a) of Appendix D of this directive, for:

- (i) relocations to or from Canada where an employee has permanently disposed of or stored a private motor vehicle (PMV) prior to departure from the old place of duty, subject to subsection 15.22.2; or
- (ii) relocations to or from Canada where an employee is awaiting the arrival of a PMV which is being shipped to a new place of duty in accordance with the provisions of this directive, subject to subsection 15.22.2; or
- (iii) relocations to or from Canada where an employee has permanently disposed of or stored a private motor vehicle (PMV) prior to departure from the old place of duty and is awaiting the arrival of a PMV which is being shipped to the new place of duty in accordance with the provisions of this directive, subject to subsection 15.22.2; or
- (iv) relocations from one post to another post where an employee has disposed of a PMV which was in use at the old post or is awaiting shipment of a PMV at the new post; or

(b) in accordance with section (b) of Appendix D, for relocations from one post to another post where:

- (i) an employee has both disposed of a PMV which was in use at the old post and is awaiting the arrival of a new PMV which is being shipped to the new

post; or

- (ii) an employee has both shipped the PMV which was in use at the old post and is awaiting the arrival of that PMV at the new post.

15.22.2 Where an employee has a private motor vehicle (PMV) in storage in the headquarters city, local transportation expenses cannot be claimed in the headquarters city unless extraordinary circumstances preclude its removal in a timely manner.

15.22.3 Where an employee rents a vehicle and free coverage for Collision Damage Waiver or Public Liability and Property Damage are not provided by a personal credit card or additional coverage is required, the cost of the premiums for coverage may be claimed under this directive.

15.22.4 The deputy head may authorize additional financial assistance on an exceptional basis for local transportation expenses where assistance is not provided by the transportation company. Use of discretion is intended to recognize differences in shipment times for various regions as well as local conditions which may affect delivery of shipments within the normal expectations as presented in the Guaranteed Transit Times. Use of discretion should recognize the exigencies and demands of the foreign service in circumstances which are beyond the reasonable control of the employee. Discretion should not be exercised which would place an employee in a more advantageous position outside Canada than in Canada, or to correct fault, error or negligence on the part of an employee or dependant. Use of discretion shall be reported annually as specified in subsection 70.5.1 of FSD 70 – Allowances and Reporting Requirements.

15.22.5 When a private motor vehicle (PMV) shipped at public expense is damaged in transit, the employee will be permitted to claim local transportation expenses for a maximum of 30 additional days if the maximum amount permissible under section 15.22 is exhausted and the liability by carriers or other insurers is exceeded.

15.23 Temporary Accommodation Entitlements to/from Post

15.23.1 Living expenses in temporary accommodation are payable at the old and new place of duty for the period during which an employee is unable to occupy their assigned permanent accommodation. This may include situations such as when shipments have mold damage and an employee cannot remain in the accommodation.

The period for which living expenses may be authorized shall be determined by the deputy head depending upon the availability and suitability of accommodation.

15.23.2 Except where otherwise specified, an employee shall be entitled to claim living expenses for a minimum of two days' temporary accommodation at each of the old and new places of duty. It is the prerogative of management to judge the suitability and availability of permanent accommodation at the old and new place of duty. Where available at a post, Crown-held accommodation shall be used rather than commercial facilities.

15.23.3 An employee is entitled to two days' living expenses in temporary accommodation at each of the old and new places of duty, unless:

- (a) an employee chooses, and the employer agrees, to continue to occupy permanent accommodation until departure from the old place of duty, or to move into permanent accommodation immediately upon arrival at the new place of duty. In each of these situations, an employee may claim living expenses, excluding accommodation expenses, (which shall include a waiver of shelter cost under FSD 25 – Shelter) for two days; or
- (b) an employee is maintaining a principal residence at the old place of duty or has established a principal residence at the new place of duty, which is occupied by a dependant at the time of the relocation. These situations occur, for example, where assistance has been authorized in accordance with FSD 18 – Special Family Separation Assistance. In these situations, where living expenses are not necessarily incurred as a result of the relocation, the two-day entitlement shall not apply.

15.23.4 When authorized in advance, and subject to the specific provisions of this directive, actual and reasonable living expenses in temporary accommodation, if necessary, for an employee and each accompanying dependant, may be claimed as follows, for:

- (a) Hotel accommodation:
 - (i) actual and reasonable accommodation expenses;
 - (ii) one daily incidental expense allowance per family unit in accordance with Appendix C or D, as applicable, of the NJC Travel Directive;
 - (iii) an amount for meals not to exceed 75% of the full daily meal allowance in accordance with Appendix E (see note 5) of this directive.

(b) Self-contained accommodation:

- (i) actual and reasonable accommodation expenses;
- (ii) one daily incidental expense allowance per family unit in accordance with Appendix C or D, as applicable, of the NJC Travel Directive;
- (iii) an amount for meals not to exceed 75% of the full daily meal allowance in accordance with Appendix E (see note 5) of this directive.

(c) Private non-commercial accommodation:

- (i) accommodation expenses in accordance with the NJC Travel Directive for private non-commercial accommodation;
- (ii) one daily incidental expense allowance per family unit in accordance with Appendix C or D, as applicable, of the NJC Travel Directive;
- (iii) an amount for meals not to exceed 75% of the full daily meal allowance in accordance with Appendix E (see note 5) of this directive.

15.23.5 In addition to the daily incidental expense allowance, an employee may claim:

- (a) the cost of parking for one private motor vehicle (PMV) at an employee's temporary living accommodation if parking is not provided free of charge;
- (b) additional incidental expenses, when a traveller with a physical disability is required to pay for special assistance (e.g. porter), provided they are clearly reasonable and necessary. Receipts are required.

15.23.6 Living expenses in temporary commercial or private accommodation shall normally be limited to the old and/or new place of duty. However, living expenses in temporary accommodation in a third location may be eligible for reimbursement where such arrangements are directly related to the facilitation of a specific departmental program and are approved in advance by the deputy head.

Reimbursement shall be limited to the period during which the employee is occupying temporary accommodation and shall not exceed the costs which would be incurred if the dependants remained with the employee.

15.23.7 The period during which living expenses may be claimed shall not be authorized to accommodate an employee for a personal decision such as the sale of personally-owned accommodation, the terms of which require the employee to vacate prior to the scheduled departure. Similarly, temporary accommodation will not be authorized to facilitate redecorating or repair work.

15.23.8 When an employee is in temporary accommodation for more than 30 days prior to departure from Canada, the employee is subject to the applicable shelter cost from the third day following arrival at the post.

15.23.9 Where an extension of the period in temporary accommodation is approved at the old place of duty as a result of exceptional operational requirements (for example delays in agreement for Heads of Mission, unforeseen program requirements arising after an employee has made normal arrangements to vacate permanent accommodation which make it necessary to delay departure, or the requirement to vacate Crown-held accommodation to facilitate redecorating, renovations, repairs or other operational requirements) the days spent in temporary accommodation prior to departure from the old place of duty on the instruction of the deputy head, other than those days normally authorized for packing and removal of personal and household effects, will not count against the employee's allowable maximum.

15.24 Living Expenses on Relocation to Post

15.24.1 On relocation to a post, subject to section 15.23, when authorized in advance, an employee may claim actual and reasonable living expenses in temporary accommodation, as outlined in this directive, which are summarized in Appendix E, prior to departure from the old place of duty and immediately following arrival at a post, for a total period of 30 days.

15.24.2 When an employee has claimed living expenses for a house hunting trip, the number of days of the trip, exclusive of actual travel time, shall be deducted from the 30-day period.

15.24.3 When an employee precedes a dependant to a post, where assistance has been authorized in accordance with FSD 18 – Special Family Separation Assistance, living expenses in temporary accommodation may be claimed for two days on arrival at post. In addition, following expiry of the initial two-day period an employee may claim living expenses in temporary accommodation in accordance with this section, except that:

- (a) where the employee preceded the dependants, expenses may not be claimed at the former place of duty;
- (b) expenses for the dependants at the former place of duty shall be limited to two days;

- (c) the employee's shelter cost under FSD 25 – Shelter, shall be waived until the arrival of a dependant unless the employee and the dependants continue to occupy temporary accommodation in which case the shelter cost shall apply on the 31st day following initial occupancy of temporary accommodation; and
- (d) an employee may claim an allowance for occupancy of private non-commercial accommodation in accordance with the relevant provisions of the NJC Travel Directive.

15.24.4 However, where an employee has not occupied permanent accommodation when dependants arrive at the post, living expenses may be claimed, if necessary, for the employee and the dependant for a total period of 30 days, less the period for which living expenses in temporary accommodation were paid on behalf of the employee and/or dependant under this section.

15.24.5 An employee occupying permanent Crown-held accommodation equipped with adequate furniture, furnishings and appliances may claim living expenses for two days, only where living expenses have not been authorized in temporary accommodation following arrival at the post. In such cases, shelter cost will be assessed on the third day of occupancy. Where living expenses have been authorized in temporary accommodation following arrival at post, shelter cost will be assessed immediately on occupancy of permanent accommodation, if not assessed previously, in accordance with the provisions of this directive.

15.24.6 At a post outside the United States of America, when an employee occupies hotel accommodation for a period in excess of 30 days, because Crown-held accommodation is not available for occupancy, and the deputy head is satisfied that 75% of the full daily meal allowance is inadequate due to extremely limited restaurant facilities, such employee may be authorized to claim actual and reasonable expenses for meals, when supported by receipts, up to the applicable full daily meal allowance.

15.24.7 Except where an employee is occupying private accommodation or temporary self-contained accommodation, upon expiry of the 30-day time limit specified above, the employee who is still unable to occupy permanent accommodation because, in the opinion of the deputy head, sufficient household effects are not available, or because suitable Crown-held accommodation is not available for occupancy, or for some other reason satisfactory to the deputy head, may claim actual and reasonable accommodation expenses, incidental expenses and meals in accordance with section 15.23.

15.24.8 Upon expiry of this 30-day time limit specified above, the employee who is occupying private accommodation or temporary self-contained accommodation who is still unable to occupy permanent accommodation because, in the opinion of the deputy head, sufficient household effects are not available, or because suitable Crown-held accommodation is not available for occupancy, or for some other reason satisfactory to the deputy head, may continue to claim actual and reasonable accommodation expenses.

15.24.9 Upon expiry of this 30-day period, the employee who is still unable to occupy permanent accommodation, for reasons acceptable to the deputy head, shall be subject to the applicable shelter cost, in accordance with FSD 25 - Shelter. Where the employee's shelter cost exceeds the actual accommodation expenses, the employee shall not be subject to a shelter cost but shall instead be responsible for payment of actual accommodation expenses.

15.24.10 Notwithstanding the limitations of subsection 15.24.9, but subject to the discretion of the deputy head, an employee who changes temporary self-contained accommodation or moves from temporary self-contained accommodation to permanent staff accommodation, may claim up to 75% of the full daily meal allowance for up to two days.

15.24.11 In all circumstances not described above, the employee shall be responsible for living expenses in temporary accommodation.

15.25 Living Expenses on Relocation to a Place of Duty in Canada

15.25.1 On relocation to a place of duty in Canada, subject to section 15.23 when authorized in advance, an employee may claim actual and reasonable living expenses in temporary accommodation, as outlined in this directive, prior to departure from the post and immediately following arrival at the new place of duty in Canada, for a total period of 30 days.

15.25.2 When an employee has claimed living expenses for a house hunting trip which has been successful, the number of days of the trip, exclusive of actual travel time, shall be deducted from the 30-day period.

15.25.3 When assistance has been authorized under FSD 18 – Special Family Separation Assistance, the total period for which living expenses may be claimed prior to and following arrival at the new place of duty in Canada is limited to seven days. However, when a dependant arrives at the new place of duty in Canada, living expenses may be

claimed, if necessary, for the employee and the dependant for a total period of 30 days, less the period for which living expenses were paid on behalf of the employee prior to the arrival of the dependant.

15.25.4 This provision is not available when a dependant has occupied the principal residence in advance of the employee and sufficient household furniture and effects are available for normal family occupancy when the employee has relocated. An exception may be considered in unusual circumstances at the discretion of the deputy head in accordance with section 15.33 – Managerial Discretion.

15.25.5 Where permanent accommodation is available for occupancy, and, through no fault or choice of the employee or of a dependant, household effects are not available for delivery to that accommodation in the headquarters city, because of a delay in shipment or because arrangements could not be made for delivery of household effects on the occupancy date, the deputy head may authorize the payment of actual and reasonable expenses for accommodation and laundry for a period ending one day after delivery of the employee's household effects.

15.25.6 When unusual conditions, such as extremely low vacancy rates, where the employee arrives in the headquarters city near the end of a month, where arrangements for delivery of household effects cannot be made for the first day of a month, or where the leasing agreement specifies an occupancy date in mid-month and an employee encounters difficulty in obtaining permanent accommodation which can be occupied within the 30-day period provided under section 15.25, the deputy head may approve any temporary accommodation expenses in excess of the employee's normal accommodation costs, normally up to a maximum period of 60 days.

15.25.7 Expenses under subsection 15.25.6 shall be limited to actual and reasonable expenses for accommodation and laundry, at an establishment approved by the deputy head, reduced by an employee share. Where an employee leases permanent accommodation, the employee share shall be the monthly rent as specified in the lease. Where an employee purchases permanent accommodation, the employee share shall be the shelter cost determined in accordance with FSD 25 - Shelter, where household size reflects the number of persons occupying temporary accommodation and annual salary reflects the employee's annual salary on the initial date of occupancy of temporary accommodation.

Relocation in Specific Circumstances

15.26 Termination of Assignment Outside Canada

15.26.1 When, while serving at a post, an employee's assignment is terminated because of:

- (a) retirement, the deputy head shall approve for payment actual and reasonable relocation expenses in accordance with this directive, from the approved place of residence abroad, to the employee's headquarters city, or any other place, except that expenses payable shall not exceed those that would be paid to the employee's headquarters city; removal must be effected within six months of the employee's last day of employment; in cases of retirement which are not beyond the reasonable control of the employee, where the employee has not completed the agreed-to tour of duty, the deputy head may require that the employee pay a portion of the expenses in an amount not exceeding, and possibly less than, the amount determined on a pro-rata basis according to Appendix F in which case, the employee shall be so advised in writing before departure from the post;
- (b) workforce adjustment, the deputy head shall approve for payment actual and reasonable relocation expenses in accordance with paragraph 15.26.1(a); subject to operational requirements, an employee may be relocated to the headquarters city prior to termination of employment or may be relocated directly to the place where the employee chooses to retire;
- (c) the employee's death, the deputy head shall approve for payment actual and reasonable expenses payable under this directive on behalf of a dependant abroad in accordance with paragraph 15.26.1(a) provided the move is effected within six months of the employee's last day of employment;
- (d) resignation or dismissal, the deputy head may:
 - (i) approve for payment actual and reasonable relocation expenses in accordance with paragraph (a) of the definition of "relocation expenses," of the employee and each dependant, on a pro-rata basis, from the approved place of residence abroad to the employee's headquarters city in accordance with Appendix F of this directive except that where an employee chooses to relocate to a location other than the headquarters city, the amount payable shall not exceed the amount as determined in Appendix F; and/or
 - (ii) authorize recovery of relocation expenses in accordance with this directive paid in respect of the journey to the post, where the employee resigns

within one year from date of arrival at the post, on a pro-rata basis, in accordance with Appendix F of this directive; and

- (iii) relocation expenses shall only be paid if the relocation is effected within two months of the last day of employment and shall be limited to the expenses that would be payable for relocation between the employee's post and the dependant's approved place of residence abroad, and the employee's headquarters city;
- (iv) extended periods of leave without pay, the deputy head shall approve for payment actual and reasonable relocation expenses in accordance with paragraph 15.26.1(a) and Appendix F of this directive, provided removal is effected within twelve months of the employee's last day of duty at the post.

15.26.2 Where effects have been placed in long-term storage at the employee's headquarters city, shipment of such effects to another location shall not be authorized.

15.26.3 Where termination of employment outside Canada is the result of retirement or death of an employee, the deputy head may authorize the continued payment of storage costs for effects in long-term storage for such period of time as is considered appropriate to the circumstances but not exceeding nine months from the employee's last day of employment.

15.26.4 An employee who resigns or is dismissed while serving outside Canada is responsible for storage costs of effects in long-term storage from the date of termination.

15.26.5 Where an employee has confirmed in writing that they will be retiring following the end of an assignment abroad, notwithstanding approved leave following departure from post, the deputy head shall approve for payment actual and reasonable relocation expenses in accordance with this directive, from the approved place of residence abroad, to the employee's headquarters city, or any other place, except that expenses payable shall not exceed those that would be paid to the employee's headquarters city, provided removal is effected within six months of the employee's last day of employment. Where effects have been placed in long-term storage at the employee's headquarters city, shipment of such effects to another location shall not be authorized.

15.26.6 Where, for personal reasons, an employee requests and receives approval from the deputy head to relocate to or from a location which is not the place of duty,

the deputy head shall approve for payment actual and reasonable expenses, up to the cost that would be approved to or from the employee's headquarters city for:

- (a) relocation travel;
- (b) two nights' hotel accommodation only, up to the cost of temporary accommodation which would have been included in the relocation travel allowance in accordance with section 15.4; and
- (c) shipment of household effects and of a PMV in accordance with this directive.

15.26.7 Expenses for long term storage of household effects or a PMV at the other location, for the shipment of household effects or PMV in long term storage and local transportation at the location which is not the place of duty are not authorized.

15.27 Early Termination of Posting

15.27.1 When an employee serving at a post requests relocation to Canada before termination of the agreed-to assignment, the deputy head may require that the employee pay a portion of the relocation expenses in accordance with this directive, in an amount not exceeding, and possibly less than, the amount determined on a pro-rata basis according to Appendix F, in which case, the employee shall be so advised in writing before departure from the post.

15.27.2 Subsection 15.27.1 should be applied only in those cases where a termination of posting takes place exclusively because of the personal wishes of the employee. Care should be exercised to ensure that there is no penalty because of circumstances beyond the employee's control, or because of situations which can be attributed wholly or in part to the employer.

15.27.3 Where an employee who has been assigned to duties at a post outside Canada for a period of one year or more is recalled to Canada prior to completion of the normal period of posting, the deputy head shall reimburse the employee the amount paid in customs duties and taxes in respect of a reasonable quantity of goods purchased for personal use that does not qualify for tax-free admission because the period of possession or absence from Canada was insufficient, where:

- (a) reimbursement shall be made only on goods purchased prior to notification of recall to Canada where such goods would normally have been permitted duty and tax-free entry to Canada had the employee completed the assignment; and

- (b) the employee's posting has been terminated due to illness or death of an employee or dependant or program related reasons, such as re-assignment for service in Canada, or to a post, where the employee's goods are returned to Canada for storage, promotion, release, lay-off, training, or staff reductions.

15.28 Transfer Between Departments

15.28.1 When an employee serving at a post is transferred from one department to another, the relocation expenses in accordance with this directive, where applicable, shall be borne by the receiving department. However, costs may be shared by the receiving and sending departments where it is to their mutual advantage and prior arrangements have been made.

15.29 Relocation During Long School Holiday Recess

15.29.1 Where an employee is to be relocated during the long school holiday recess, the deputy head may authorize payment of actual and reasonable relocation expenses in accordance with this directive, to the employee's new place of duty, for a dependant who resides with the employee at the time of relocation and will become a dependent student as defined in FSD 2 – Definitions and where a spouse or common-law partner is not remaining at the old place of duty and:

- (a) who will not be residing with the employee at the post, but for whom an education allowance or shelter assistance will be payable under FSD 34 – Education Allowances for the academic year immediately following the relocation and for whom FSD 35 – Education Travel will be authorized for travel to the school or post-secondary institution at the commencement of the school year; and/or
- (b) who has not been residing with the employee at the post, but for whom an education allowance or shelter assistance has been paid under FSD 34 - Education Allowances for the academic year immediately preceding the relocation and for whom FSD 35 – Education Travel will be authorized for travel to the school or postsecondary institution at the commencement of the school year.

15.29.2 In lieu of the provisions of subsection 15.29.1, the deputy head may authorize payment of actual and reasonable living expenses for a dependent student to the maximum amount specified in subsection 34.4.1 of FSD 34 – Education Allowance from the time the employee occupies temporary accommodation at the old place of duty in accordance with section 15.24 until the commencement of the school term.

15.30 Person Ceasing to be a Dependant

15.30.1 Where a person ceases to be a dependant while abroad, the deputy head may approve payment of actual and reasonable relocation expenses:

- (a) in accordance with this directive where the person leaves the post with the employee or in advance of the employee; or
- (b) in accordance with paragraph (a) of the definition of "relocation expenses" where the person leaves the post within one year of the employee's date of departure from the post; or
- (c) in accordance with paragraph (a) of the definition of "relocation expenses" where the person has been in full-time attendance at an educational institution outside Canada and returns to Canada within three months from the date of completion of the program in which the student was enrolled at that educational institution, in an amount not exceeding the costs of relocation between the dependant's approved place of residence abroad and the employee's headquarters city.

15.30.2 In considering weight limitations which may be approved under section 15.30, the total weight limitations of all shipments authorized under sections 15.13 and 15.30 shall not exceed the maximum weight limitation which the deputy head was prepared to approve under section 15.16.

15.30.3 Subject to 15.30.1, where a spouse or common-law partner relocates to the headquarters city and establishes a principal residence, a portion of the household effects in long term storage may be delivered, subject to deputy head approval, provided the basic furniture required for a residence of at least one person is included.

15.31 Dependants Prohibited from Accompanying an Employee

15.31.1 Subject to subsection 15.31.4, when an employee serving abroad is relocated to a post where it is not permitted to take a dependant, the deputy head may approve for payment actual and reasonable, relocation expenses in accordance with this directive, of the dependant from the approved place of residence abroad to:

- (a) the employee's headquarters city; or
- (b) a location in or outside of Canada chosen by the employee and approved by the deputy head.

15.31.2 Where the location chosen by the employee and approved by the deputy head is outside Canada, relocation expenses, in accordance with this directive, shall be

limited to the expenses that would be incurred if the dependant had been relocated to the employee's headquarters city.

15.31.3 Subject to subsection 15.31.4, if the prohibition of a dependant at the employee's post is lifted not later than six months before the employee is scheduled to depart, the deputy head may approve for payment actual and reasonable relocation expenses, in accordance with this directive, of the employee's dependant from the approved place of residence to the employee's post. Where the approved place of residence is a location outside Canada, relocation expenses payable shall be limited to the expenses that would be incurred if the dependant had been relocated from the employee's headquarters city to the post.

15.31.4 Relocation expenses payable under subsections 15.31.1, 15.31.2 and 15.31.3 shall be those expenses, in accordance with this directive, authorized by the deputy head in such amounts as are considered appropriate to the circumstances by the deputy head, in accordance with this directive.

15.32 Spouse/Common-Law Partner Qualifying as a Dependant in Mid-Tour

15.32.1 Where a spouse or common-law partner and any accompanying dependent children becomes a dependant in mid-tour, through marriage or eligibility in accordance with the declaration in Appendix A of FSD 2 – Definitions, the deputy head shall, subject to the provisions of FSD 9 – Medical and Dental Examinations and FSD 18 – Special Family Separation Assistance, authorize payment of the following expenses for these dependants:

- (a) actual and reasonable transportation expenses, including costs of authorized stopovers, by the most direct routing from the location where the marriage takes place or the spouse's place of residence at the time of the marriage, from the common-law partner's place of residence at the time of designation, or from the location of the child, to the employee's post, up to the cost of travel by the most direct routing from the headquarters city to the employee's post, minus travelling expenses between the location and the employee's headquarter city;
- (b) storage costs only for the spouse's or common-law partner's or dependant's household effects, following receipt of an inventory in accordance with section 15.17, provided that effects are combined with existing long-term storage lot of the employee, until the employee is assigned to duty in Canada and effects are removed from long-term storage. If the employee does not have any goods in

long-term storage in the headquarters city, storage costs may be allowed at an approved storage facility in the headquarters city;

- (c) actual and reasonable expenses for packing, crating, cartage, transportation and unpacking of household effects following receipt of an inventory in accordance with section 15.17, to the employee's post, up to the cost of shipment by the most direct routing from the headquarters city to the employee's post from:
 - (i) the location where the marriage takes place or the spouse's previous place of residence at the time of the marriage; or
 - (ii) the previous place of residence of the common-law partner, when the common-law partner becomes a dependant through the declaration in Appendix A of FSD 2 –Definitions; or
 - (iii) the location of the child, when the child is designated a dependant.

15.32.2 Where an employee or spouse or common-law partner gives birth to a child in mid-tour away from post, subject to FSD 41 – Health Care Travel, the deputy head may authorize payment of:

- (a) actual and reasonable transportation expenses, including costs of authorized stopovers, for the newborn by the most direct routing from the approved treatment location to the employee's post; and
- (b) actual and reasonable expenses for packing, crating, cartage, transportation and unpacking of household effects following receipt of an inventory in accordance with section 15.17, to the employee's post up to the cost of shipment by the most direct routing from the headquarters city to post.

15.32.3 In all other cases, where a child becomes a dependant, the deputy head may authorize payment of:

- (a) actual and reasonable transportation expenses, including costs of authorized stopovers, for the child by the most direct routing from the location of the child to the employee's post, minus the cost of travel by the most direct routing from the location of the child to the employee's headquarters city;
- (b) storage costs only for the child's household effects in the employee's headquarters city, following receipt of an inventory in accordance with section 15.17; and

(c) actual and reasonable expenses for packing, crating, cartage, transportation and unpacking of household effects following receipt of an inventory in accordance with section 15.17, from the location of the child to the employee's post, minus the cost of shipment by the most direct routing from the location of the child to the employee's headquarters city.

15.32.4 Removal of the spouse's or common-law partner's household effects will not be authorized within any area, which, according to local custom, is within commuting distance of the employee's place of duty.

15.32.5 Packing, crating and shipping expenses associated with placing the spouse's or common-law partner's effects in long-term storage are the responsibility of the employee.

Managerial Discretion

15.33 Managerial Discretion

15.33.1 Subject to specific financial limitations prescribed in this directive, when the deputy head is of the opinion that the assistance provided under any section is clearly inadequate for an employee (because of special circumstances not taken into account by this directive), such additional assistance may be authorized as is considered necessary to facilitate a departmental program or to rectify what would otherwise be an obvious injustice to the employee. Such additional assistance shall not be granted where it is explicitly prohibited under any section of this directive.

15.33.2 Managerial discretion may also be exercised under this section where there has been a bona fide de facto separation, a legal separation, or divorce and in the opinion of the deputy head the assistance provided is clearly inadequate for an employee or estranged spouse or common-law partner.

15.33.3 Where management discretion is exercised, the details shall be reported to the appropriate foreign service interdepartmental coordinating committee.

Appendix A – Relocation Travel – Sections 15.3 to 15.10

TRAVEL PROVISION
An employee who is authorized to relocate may opt for a non-accountable relocation travel allowance or an accountable relocation travel option.

Non-Accountable Relocation Travel Allowance (Reference 15.4.1)

Provision	For Relocations to or From Canada	For Relocations Between Posts
Travel Allocation	Travel allocation based on the mode of travel as specified in sections 15.6, 15.7 and 15.8	Travel allocation based on the mode of travel as specified in sections 15.6, 15.7 and 15.8 subject to 15.3.5 and 15.3.6
Stopover	Expenses relating to an authorized stopover for air travel (Reference 15.6.2)	Expenses relating to an authorized stopover for air travel (Reference 15.6.2)
Local Transportation	\$75 CAD to compensate for local transportation cost at the place of duty in Canada where the employee does not have access to a PMV (Reference 15.4.1(b))	See additional relocation expenses section below (Reference 15.5.1(b))
Accommodation	Two nights' hotel accommodation at the place of duty in Canada where an employee does not have access to their principal residence (Reference 15.4.1(c))	See additional relocation expenses section below (Reference 15.5.1(a))
Meals	Daily meal allowance for each traveller in accordance with the NJC Travel Directive for two days each at the old and at the new place of duty (Reference 15.4.1(d))	Daily meal allowance for each traveller in accordance with the NJC Travel Directive for two days each at the old and at the new place of duty (Reference 15.4.1(d))
Incidental Expenses	One daily incidental allowance in accordance with the NJC Travel Directive per family unit for two days at the old and at the new place of duty (Reference 15.4.1(d))	One daily incidental allowance in accordance with the NJC Travel Directive per family unit for two days at the old and at the new place of duty (Reference 15.4.1(d))

Accountable Relocation Travel Option (Reference 15.4.2)

Actual and reasonable expenses for the same expenses which are included in the relocation travel allowance may be claimed by the employee up to the cost of travel by air (Reference 15.3.3)

ADDITIONAL RELOCATION EXPENSES

Employees may submit an expense claim based on receipts for the following actual and reasonable additional relocation expenses.

Provision	For relocations to or from Canada	For relocations between posts
Accommodation	Two nights' accommodation at the place of duty outside of Canada, subject to the limitations of section 15.31 or two nights' waiver of shelter cost at the post where the employee will be occupying Crown-held accommodation, as determined by the deputy head (Reference 15.5.1(a))	Two nights' accommodation at the old and new place of duty outside of Canada, subject to the limitations of section 15.31 or two nights' waiver of shelter cost at the post where the employee will be occupying Crown-held accommodation, as determined by the deputy head (Reference 15.5.1(a))
Local Transportation	Local transportation expenses at the place of duty outside Canada for travel to or from the airport as applicable (Reference 15.5.1(b))	Local transportation expenses at the old and new place of duty outside Canada for travel to or from the airport as applicable (Reference 15.5.1(b))
Financial Transactions	Actual and reasonable costs for service charges/fees relating to financial transactions during relocation travel based on the official routing, such as, but not limited to Automated Banking Machine use, credit/debit card use, financial institution foreign currency transaction commissions, traveller's cheques acquisition and cheque-cashing fees provided these costs are supported by receipts and the expense currency is indicated.	
Official Telephone Calls	Expenses for necessary official telephone calls provided the purpose of the call is stated on the expense claim	

Travel Documents	Passports and related expenses such as visas, certificate of health
Travel Gratuities	Gratuities related to travel, except that gratuities related to meals are included in the daily incidental expenses allowance
Insurance	Insurance to cover repairs to or replacement of lost or damaged luggage while travelling, except where such coverage is provided by the carrier
Dependant Care	Dependant care expenses in accordance with the dependant care provisions of the NJC Travel Directive for a maximum of four days per relocation for dependants who are nine years of age or less and residing with the employee while effects are packed/unpacked and loaded/unloaded at the old and/or new place of duty

Notes :

- (1) All allowances and incidentals within Canada and the continental USA are payable at the rates shown in Appendix C of the NJC Travel Directive.
- (2) All allowances and incidentals outside Canada and the continental USA are payable at the rates shown in Appendix C or D as applicable, of the NJC Travel Directive.

Appendix B - Weight Limitations for Shipment of Household Effects – Section 15.16

No. of Persons in the Household	Furnished Accommodation	Unfurnished Accommodation
1	3100 kg net (6,820 lbs)	4700 kg net (10,340 lbs)
2	3400 kg net (7,480 lbs)	5300 kg net (11,660 lbs)
3	3700 kg net (8,140 lbs)	5900 kg net (12,980 lbs)
4	4000 kg net (8,800 lbs)	6500 kg net (14,300 lbs)
5	4300 kg net (9,460 lbs)	7100 kg net (15,620 lbs)
6	4600 kg net (10,120 lbs)	7700 kg net (16,940 lbs)
7 or more	4900 kg net (10,780 lbs)	8300 kg net (18,260 lbs)

The weight limits referred to in section 15.16 are net amounts. Gross weight shall be determined by applying the following percentage factors for packing material:

Air Shipment:	20%
Road Shipment:	15%
Overseas Container Shipment:	15%
Overseas Wooden Liftvan Shipment:	30%

Appendix C - Incidental Relocation Expense Allowance – Section 15.21

Effective Date: April 1, 2025

The incidental relocation expense allowance is \$4,153 per relocation.

Note : This appendix shall be adjusted annually on April 1st in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

The following is a representative list, which is not all inclusive, of incidental relocation expenses which the incidental relocation expense allowance provided under FSD 15.21 covers.

- (1) Converting electrical appliances to make them compatible with electrical service at new place of duty;
- (2) Disconnecting and connecting telephone, cable, electricity, natural gas and other utilities and services;
- (3) Cost of inspections to determine working condition of electrical equipment and appliances placed in storage and shipped;
- (4) Repair or replacement of electrical equipment and appliances certified to be in working condition when placed in storage due to deterioration while in storage;
- (5) Local transportation (including car rental) to locate accommodation at the employee's new place of duty, to arrange customs clearance of personal and household effects at new place of duty when FSD 15.22 does not apply;

- (6) Telephone charges and advertising to dispose of or acquire accommodation and a PMV at the old or new place of duty;
- (7) Gratuities paid to packers and movers;
- (8) Shipment of domestic pets, including quarantine expenses and procurement of travel kennels;
- (9) Disassembling and assembling of garden and patio furniture, above-ground swimming pools, utility sheds, etc.;
- (10) Removal or installation of satellites, antennas, valance boxes, curtain rods, wall hooks, clocks, etc.;
- (11) Taking up or relaying of wall-to-wall carpeting, hall runners, etc.;
- (12) Cleaning of residence;
- (13) Alteration to draperies, curtains, blinds and other accessories including purchase of minor items necessary to make the alterations;
- (14) Administration costs resulting from cancellation of insurance policies;
- (15) Loss of annual club membership fees not covered by official hospitality or other employer provided funds, and insurance, where such fees are not cancellable, pro-rated; loss of club initiation fees are not an admissible expense;
- (16) Legal fees in relation to the form/legality of a lease for permanent accommodation in Canada;
- (17) Professional appraisal in connection with the sale of a principal residence when real estate fees are not incurred;
- (18) Modification to a PMV authorized for shipment to meet anti-pollution and other safety standards at the new place of duty provided the PMV met Canadian standards in the first instance;
- (19) Mechanical and/or safety inspection of a PMV where required by local law, when employee takes delivery at new location, or disposes of a PMV at former place of duty;
- (20) Professional appraisal of heirlooms, works of art and other valuables where an appraisal is required for in-transit insurance;
- (21) Payment of local licences, such as driver's licence;
- (22) Cost of altering locks on new residence;
- (23) Cost of additional insurance and/or insurance for excluded items such as furs, jewelry and coin collections in storage or in transit which are not covered against

loss or damage by the Crown;

- (24) Payment of commercial storage expenses for items excluded or prohibited for shipment, (for example recreational vehicles such as trailers or boats), and not accepted for storage as part of household effects;
- (25) Expenses relating to change of address notifications – post office and other;
- (26) Tuning of pianos and other musical instruments;
- (27) Photocopy and transmittal costs for transcripts of academic and other records for employee, spouse or dependent children; and
- (28) The deductible amount of a private insurance policy for in-transit insurance for items which have been damaged or lost.

Appendix D - Local Transportation Expenses – Section 15.22

Effective Date: April 1, 2025

An employee may claim local transportation expenses with receipts, in accordance with section 15.22, as follows:

- (a) up to a maximum of \$1,342 per relocation, for relocations to and/or from Canada; or
- (b) up to a maximum of \$2,002 per relocation, for relocations from one post to another post where an employee has disposed of a PMV at the old post and is awaiting the arrival of a new PMV which is being shipped to the new post; or where an employee has shipped the PMV which was in use at the old post and is awaiting the arrival of that PMV at the new post; or
- (c) up to a maximum of \$1,342 per relocation, for relocations from one post to another post, in all other situations where an employee has disposed of a PMV which was in use at the old post or is awaiting shipment of a PMV at the new post.

Note : This appendix shall be adjusted annually on April 1st in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

Appendix E – Temporary Accommodation – Sections 15.23, 15.24 and 15.25

Days	Hotel Accommodation	Self-Contained Accommodation	Private Non-Commercial Accommodation
Last 2 days at old place of duty and first 2 days at new place of duty (Included in FSD 15 – Relocation Travel Allowance)	Accommodation No shelter cost Applicable maximum full daily meal allowance One daily incidental expense allowance per family unit	Accommodation No shelter cost Applicable maximum full daily meal allowance One daily incidental expense allowance per family unit	Accommodation No shelter cost Applicable maximum full daily meal allowance One daily incidental expense allowance per family unit
Day 5 to 30 Relocation to Post and to Canada	Accommodation No shelter cost Full daily meal allowance One daily incidental expense allowance per family unit	Accommodation No shelter cost Up to 75% of the full daily meal allowance One daily incidental expense allowance per family unit	Accommodation No shelter cost Up to 75% of the full daily meal allowance One daily incidental expense allowance per family unit
After Day 30			
Relocation to Post	Accommodation Shelter cost applies Up to 75% of the full daily meal allowance One daily incidental expense allowance per family unit	Accommodation Shelter cost applies No meal allowance No incidentals	Accommodation No Shelter Cost No meal allowance No incidentals

Days	Hotel Accommodation	Self-Contained Accommodation	Private Non-Commercial Accommodation
Relocation to Canada	Accommodation Shelter cost applies No meal allowance No incidentals	Accommodation Shelter cost applies No meal allowance No incidentals	Accommodation Shelter cost applies No meal allowance No incidentals

Meal Rates for Children:

Within Canada and the United States:	
up to 12 years of age	50% of the applicable daily meal allowance as approved by the deputy head
12 years of age and older	Full amount of the applicable daily meal allowance as approved by the deputy head
Outside Canada and the United States:	
up to 4 years of age	50% of the applicable daily meal allowance as approved by the deputy head
4 years of age and older	Full amount of the applicable daily meal allowance as approved by the deputy head

Notes:

- (1) Deputy head approval must be requested for accommodation expenses beyond 30 days. Such additional accommodation expenses shall normally only be approved up to a maximum period of 60 days when an employee relocates to a new place of duty in Canada.
- (2) Self-contained accommodation means commercial self-contained accommodation and temporary Crown-held staff accommodation equipped with adequate furniture, furnishing and appliances.
- (3) Private non-commercial accommodation allowance is payable in accordance with the NJC Travel Directive per day, per family unit.

- (4) Full daily meal allowances are 100% of the meal rates shown in Appendix C or D, as applicable, of the NJC Travel Directive.
- (5) An amount for meals not to exceed 75% of the full daily meal allowance means an amount up to 75% of the meal rates shown in Appendix C or D, as applicable, of the NJC Travel Directive will be provided.
- (6) One daily incidental expense allowance per family unit is payable in accordance with the NJC Travel Directive.
- (7) When an employee who is relocating to Canada has claimed living expenses for a house hunting trip which has been successful, the number of days of the trip, exclusive of actual travel time, shall be deducted from the initial 30-day period.

Appendix F – Relocation Expenses for Termination of Assignment Outside Canada – Sections 15.26 and 15.27

Retirement/Extended Periods of Leave without Pay

In accordance with paragraphs 15.26.1(a) or (e), should an employee's assignment be terminated because of retirement or extended periods of leave without pay and the employee has not completed the agreed-to tour of duty, the deputy head may require that the employee pay a portion of the relocation expenses in an amount not exceeding, and possibly less than, the amount determined on a pro-rata basis according to the following formula:

$$\begin{array}{c}
 \frac{\text{period of assignment uncompleted}}{\text{previously agreed duration of assignment}} \\
 \times \\
 \text{relocation expenses up to Headquarters City} \\
 = \\
 \text{amount payable by the employee}
 \end{array}$$

Resignation or Dismissal

In accordance with paragraph 15.26.1(d), should an employee's assignment be terminated because of resignation or dismissal, the deputy head may approve payment of actual and reasonable relocation expenses on a pro-rata basis according to the following formula:

$$\begin{aligned}
 & \frac{\text{period of assignment completed}}{\text{previously agreed duration of assignment}} \\
 & \quad \times \\
 & \text{relocation expenses up to Headquarters City} \\
 & \quad = \\
 & \text{amount payable at public expense}
 \end{aligned}$$

In accordance with subparagraph 15.26.1(d)(ii), should an employee's assignment be terminated because of resignation, the deputy head may authorize recovery of relocation expenses paid in respect of the journey to the post, where the employee resigns within one year from the date of arrival at the post, on a pro-rata basis according to the following formula:

$$\begin{aligned}
 & \frac{\text{period of assignment uncompleted}}{\text{previously agreed duration of assignment}} \\
 & \quad \times \\
 & \text{relocation expenses up to Headquarters City} \\
 & \quad = \\
 & \text{amount payable by the employee}
 \end{aligned}$$

Employee Requested

In accordance with subsection 15.27.1, should an employee's assignment be terminated because the employee has requested early termination, the deputy head may require that the employee pay a portion of the relocation expenses on a pro-rata basis according to the following formula:

$$\begin{aligned}
 & \frac{\text{period of assignment uncompleted}}{\text{previously agreed duration of assignment}} \\
 & \quad \times \\
 & \text{relocation expenses up to Headquarters City} \\
 & \quad = \\
 & \text{amount payable by the employee}
 \end{aligned}$$

Relocation To or From a Location Which is Not the Place of Duty

Relocation Provision	Application	FSD Reference
Relocation Travel	Up to the cost to or from HQ city	15.26.6(a)
Temporary Accommodation	Two nights' hotel accommodation as specified in 15.26.5(b)	15.26.6(b)
Shipment of household effects	Up to the cost to or from HQ city	15.26.6(c)
Shipment of a PMV	Up to the cost to or from HQ city	15.26.6(c)
Long term storage of household effects	Not authorized	15.26.7
Long term storage of PMV	Not authorized	15.26.7
Shipment of household effects in long term storage	Not authorized	15.26.7
Shipment of PMV in long term storage	Not authorized	15.26.7
Local transportation	Not authorized	15.26.7

Appendix G - Flexible Relocation Expenses Fund Formula

Effective Date: April 1, 2025

The Flexible Relocation Expenses Fund may be established in accordance with this appendix.

Flexible Relocation Expenses Fund Formula	
Relocation Provision	Amount Contributed
Relocation Travel Allowance When there is an entitlement to business class as specified in subsection 15.6.1(b) and employee opts for full fare economy	\$2,000 each for the first two travellers \$1,500 for each additional traveller
Shipment of Household Effects	\$2,000 if less than 75%

When employee ships less than 75% of the weight entitlement based on family configuration or less than 50% of the weight entitlement	\$3,000 if less than 50%
Storage of Household Effects When an employee does not store household effects at public expense	\$2,000
Storage or Shipment of PMV When employee owns a PMV and does not ship or store a PMV at public expense either from old place of duty to new place of duty or from a third location	\$3,000

Note: This appendix shall be adjusted annually on April 1st in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

FSD 16 - Assistance for a Principal Residence

Scope

Introduction

The employer's policy is to make employees more mobile by helping them with expenses related to the acquisition, management and disposal of a principal residence in the headquarters city.

The employer is prepared to assist with the following costs related to a principal residence, as outlined in this directive:

- (a) expenses/costs associated with permanent accommodation resulting from relocation;
- (b) a waiver of shelter cost where an employee is subject to dual accommodation/shelter costs while on posting abroad;
- (c) costs associated with the sale and/or purchase of a principal residence.

Definitions

Note: *These definitions only apply to this directive.*

At the time of relocation (*au moment de la réinstallation*) means no later than 12 months following the date the official notification of assignment is received by the employee.

Headquarters city (*ville du bureau principal*) means the employee's normal place of duty in Canada as determined by the deputy head when the employee is assigned to duty outside Canada. It includes any area which, according to local custom, is within commuting distance of the place of duty.

For career foreign service employees, the headquarters city is Ottawa-Gatineau.

For foreign assignment employees, the headquarters city is normally the employee's previous place of duty in Canada prior to assignment to a post. However, when it is known at the time of the foreign assignment that the employee will not be returning to the former place of duty, the deputy head may establish another city as the headquarters city for purposes of this directive, e.g. the Canadian city to which the employee will be returning on completion of the assignment, or Ottawa-Gatineau where this was not the employee's normal place of duty in Canada prior to the assignment.

Short notice (*court préavis*) means a relocation where there is a period of 60 days or less between the official notification of assignment and the departure from the old place of duty.

Directive

16.1 Application

16.1.1 Unless otherwise indicated, the provisions of this directive apply to both career foreign service employees (rotational) and to foreign assignment employees (non-rotational).

16.1.2 Employees may claim reimbursement under this directive for costs and expenses incurred only while they are employed as career foreign service employees or as foreign assignment employees.

16.1.3 Unless otherwise indicated, the provisions of this directive apply only in conjunction with a purchase and/or sale of a principal residence as defined in FSD 2 – Definitions for which real estate and/or legal fees are reimbursed under this directive.

16.1.4 Employees should also be aware that when the employer does not reimburse costs/expenses of sale/purchase related to relocation, these costs may be tax deductible when filing an income tax return for the calendar year in which the expenditure was incurred.

16.2 Employee as Tenant

16.2.1 An employee who engages the services of a rental agency to find rental accommodation on relocation may be reimbursed the actual and reasonable fee charged by that agency.

16.2.2 Where the deputy head is satisfied that the arrangement was reasonable and justifiable under the circumstances, an employee who is authorized to relocate and who must pay rent before reporting for duty in order to hold rental accommodation may be reimbursed:

- (a) up to one month's rent at the new place of duty in Canada; and/or
- (b) up to three months' rent at the new place of duty outside Canada.

16.2.3 An employee who is authorized to relocate and must as a result terminate the lease agreement for the rented principal residence may be reimbursed the actual expenses incurred to fulfill the terms of the lease. The employee will be required to provide satisfactory proof of the need to terminate the lease and of the inability to affect a less costly arrangement.

Employee as Homeowner

16.3 Employee Renting out Principal Residence

16.3.1 Where, following confirmation of posting, an employee engages the services of a commercial real estate/property management firm to find a tenant for the principal residence and consequently pays a finder's fee, the deputy head may waive the payment of one month's shelter cost or fraction thereof, upon presentation of documentation. This provision may only be applied twice during the assignment, including any extensions.

16.3.2 This waiver shall be limited to a one-month maximum for each finder's fee, to locate a first and/or a subsequent tenant, regardless of the duration of the lease.

16.3.3 An employee who has a lease agreement with the tenant of the principal residence in the headquarters city may be reimbursed for actual and reasonable

expenses incurred in:

- (a) terminating the lease agreement, where the employer decides to reassign the employee to the headquarters city prior to the date of completion of posting shown on the Posting Confirmation Form, and the employee wants to reoccupy the principal residence during the stated term of the lease but is unable to do so; or
- (b) terminating the lease agreement, where the employer provides short notice of confirmation of reassignment to the headquarters city on completion of posting and as a result the employee cannot give the required period of notice to the tenant, in accordance with the law of the province of residence.

16.3.4 In authorizing reimbursement of expenses for breaking a tenant's lease under paragraph 16.3.3(a), the deputy head shall ensure that such expenses are cost-effective relative to alternative accommodation arrangements.

16.3.5 Subsection 16.3.3 is not intended as compensation for expenses incurred as a result of the employee's personal choice to return to the headquarters city, but rather for expenses incurred as a result of a decision of the employer to reassign the employee to the headquarters city for program-related reasons, including health.

16.4 Principal Residence Vacant During Posting

16.4.1 Following confirmation of assignment to a post and again on cross-posting, the deputy head may waive the payment of shelter cost in dual-accommodation cost situations where the employee is subject to shelter cost at post and:

- (a) has home ownership costs but no rental income from a tenant because:
 - (i) as a result of short notice of posting by the employer, there has not been time to rent or sell the principal residence prior to leaving the headquarters city, and the residence is vacant; and/or
 - (ii) at the employer's request, the employee agrees, on short notice, to a cross-posting or a posting extension and as a consequence the principal residence is vacant; and/or
 - (iii) through no fault or choice of the employee, during the posting the tenant vacates the principal residence which remains vacant while a new tenant is located. This subparagraph is not designed for periods of less than one

month that occur immediately prior to the employee's final departure from a post; or

- (b) is receiving a rental income from a principal residence but has paid a real estate or property management firm to locate a tenant as per subsection 16.3.1 and is also subject to shelter cost at post.

16.4.2 Waiver of shelter cost under subsections 16.3.1 and 16.4.1 is limited to the period during which the employee is subject to two sets of accommodation costs (dual-accommodation). It shall not normally exceed a total of nine months for each posting, including any posting extension.

16.4.3 Where, because of short notice given by the employer, an employee is in a "dual-accommodation cost" situation during the initial period of a posting or cross-posting, waiver of shelter cost shall not normally extend beyond the last day of the ninth month following the month in which the confirmation of posting or cross-posting is received.

16.4.4 Where subsection 16.3.1 applies, the employee may claim up to one month's waiver of shelter cost per finder's fee, within the maximum of nine months, notwithstanding that this waiver may be applied subsequent to the last day of the ninth month following the month in which confirmation of posting or cross-posting is received.

16.4.5 Exceptions to the nine-month limit will not normally be considered. However, a further maximum period of three months of assistance may be considered by the appropriate foreign service interdepartmental coordinating committee when it is not possible to rent the principal residence and it remains vacant:

- (a) when, during the initial period of posting or cross-posting, as a result of factors outside the employee's control such as a natural disaster or other calamity; and/or
- (b) as a result of an employee accepting an employer-requested posting extension.

16.4.6 Section 16.4 is not intended to provide financial assistance to an employee who chooses not to lease the principal residence in the headquarters city, nor to subsidize a loss of rental revenue/income resulting from circumstances such as placing a property on the market for sale or rent above the market value.

Purchase and Sale of Principal Residence

16.5 Employee-Couple

16.5.1 Only one employee of an employee-couple may claim under this directive unless:

- (a) each employee has already claimed real estate and legal/notary fees prior to becoming an employee-couple, in which case there is no entitlement; or
- (b) the employees were married following notification of posting, in which case:
 - (i) each eligible employee may claim real estate and legal/notary fees on the sale of a principal residence; and
 - (ii) one eligible employee may claim legal/notary fees on the purchase of a principal residence.

16.5.2 In the case of divorce, each employee shall revert to single status and shall retain any unused entitlement to payment of real estate and legal/notary fees on the sale and/or purchase of a principal residence. Where real estate and/or legal/notary fees have been claimed by an employee-couple, the employee who made the claim has used the entitlement and may not make a subsequent claim.

16.6 Career Foreign Service Employee (Rotational)

16.6.1 These provisions apply to career foreign service employees commencing after official notification has been received of a first relocation from the headquarters city to a place of duty outside Canada and at any time thereafter during their career in the foreign service.

16.6.2 Career foreign service employees shall have the option, subject to sections 16.11 - Tax Implications and 16.18 - Sale and/or Purchase of a Principal Residence – Other Situations and to the limitations of this directive, of either of the following:

- (a) once during their career in the foreign service, of reimbursement of:
 - (i) the real estate fees (subsection 16.8.1) or the expenses for a private sale (section 16.9) and legal/notary fees involved in the sale of a principal residence in the headquarters city (subsections 16.8.2 and 16.8.3); and
 - (ii) the legal/notary fees involved in the purchase of a principal residence in the headquarters city (subsections 16.8.2 and 16.8.3); or
- (b) twice during their career in the foreign service, the reimbursement of the legal/notary fees involved in the purchase of a principal residence in the

headquarters city (subsections 16.8.2 and 16.8.3).

16.7 Foreign Assignment Employee (Non-Rotational)

16.7.1 A foreign assignment employee may claim, at the time of relocation between the headquarters city and post:

- (a) real estate and legal/notary fees on the sale of a principal residence in the headquarters city, at the time of a relocation from that city; and
- (b) legal/notary fees for the purchase of a principal residence in the headquarters city at the time of relocation to the headquarters city from a post, if the employee had sold a principal residence at the time of relocation from the headquarters city to the post.

16.7.2 This section shall apply again where seven years or more have elapsed between the foreign assignment employee's return to Canada and any future assignment abroad.

16.7.3 A foreign assignment employee who has not taken advantage of this directive and accepts an extension of a tour of duty or a cross-posting, may claim the provisions of paragraph 16.7.1(a) once the employee accepts the extension or cross-posting in writing.

16.7.4 Section 16.7 is subject to sections 16.11 - Tax Implications and 16.18 -Sale and/or Purchase of a Principal Residence – Other Situations.

16.8 Reimbursable Expenses

16.8.1 The real estate fee charged by a licensed real estate broker, including applicable taxes levied on the payment of such fee, shall be reimbursed, provided:

- (a) the residence which is sold is or has been occupied as the principal residence by the employee or a dependant as defined in FSD 2 - Definitions;
- (b) the residence is on a lot size not in excess of 1.235 acres (1/2 hectare), or where required by zoning laws, a lot size of not more than 4 acres (2.47 hectares); and
- (c) the fee charged by a real estate broker, including multiple-listing services (MLS) is within the scale normally charged in the area. Premiums paid to real estate agents shall not be reimbursed.

16.8.2 Legal and/or notary fees (including applicable taxes levied on the payment of such fees) necessarily incurred to provide or obtain clear marketable title to the

property, up to the tariff set by provincial bar associations, shall be reimbursed to an employee who makes a legal commitment to buy or sell a principal residence, provided:

- (a) the residence sold qualifies the employee for reimbursement of a real estate fee under subsection 16.8.1; and/or
- (b) the new residence purchased is to be occupied and owned by the employee or occupied by the employee and owned by a dependant residing in the employee's household.

16.8.3 Reimbursement of legal or notary fees for the purchase of a principal residence shall be made only after the employee has occupied the residence.

16.8.4 Expenses necessary to acquire or provide clear title to a property shall be reimbursed on presentation of proof of payment. Such expenses include title insurance, sheriff's fee, land transfer tax, transfer of deed and/or cost of a survey if required to confirm the description of the property purchased.

16.8.5 On presentation of proof of payment, employees shall be reimbursed the following:

- (a) fees charged by a qualified structural inspector for a structural inspection prior to purchase of a previously owned dwelling or of a new dwelling that is not covered under warranty at the time of possession. Reimbursement is limited to the amount specified in Appendix A of this directive. Where, as a result of an inspection, an offer is revoked, a subsequent inspection prior to purchase may be claimed;
- (b) actual and reasonable fees charged by a certified professional appraiser for up to two appraisals of the residence to be sold.

16.9 Private Sale

16.9.1 Where the employee decides to sell the principal residence privately, the expenses incurred for an appraisal, for placing advertisement in local newspapers and for the purchase or production of "for sale" signs shall be reimbursed, in lieu of and not exceeding local real estate multiple-listing service (MLS) charges, on presentation of evidence of payment and proof that:

- (a) the residence has been sold;

- (b) the residence is or has been occupied as the principal residence by the employee or a dependant as defined in FSD 2 - Definitions;
- (c) the residence is on a lot size not in excess of 1.235 acres (1/2 hectare), or where required by zoning laws, a lot size of not more than 4 acres (2.47 hectares); and
- (d) the property has been advertised until sold (there may be brief interruptions).

16.10 Construction of New Principal Residence

16.10.1 An employee who constructs a principal residence shall be reimbursed those expenses related to the purchase of the land and the construction of the home that would have been reimbursed had a home been purchased.

16.11 Tax Implications

16.11.1 Canada Revenue Agency has ruled that the reimbursement by the employer of the costs of purchase and sale of an employee's principal residence is a taxable benefit. Exception is made when the sale or purchase of the residence is related to a relocation necessitated by employment, such as a posting, as follows:

- (a) reimbursement of eligible home sale expenses following notification of posting to a location outside Canada is exempt from taxation;
- (b) reimbursement of home purchase expenses is exempt from taxation when an employee returns to Canada from a posting and purchases a new principal residence to replace the one sold at the time of the last posting outside Canada.

16.11.2 Career foreign service (rotational) employees who buy/sell at times other than specified above will be reimbursed costs in accordance with the provisions of this directive. However, these will be treated as taxable benefits.

16.12 Mortgage and Associated Costs

16.12.1 The following expenses are reimbursable, on presentation of evidence of payment:

- (a) costs related to the termination and/or acquisition of a first mortgage for the employee's principal residence;
- (b) costs related to the termination or acquisition of a second mortgage for the principal residence, if there are no costs associated with the termination of a first mortgage on the sale of a principal residence, or with the acquisition of a first mortgage on the purchase of a principal residence;

- (c) when mortgage interest rates are high at mortgage lending institutions, and where the first mortgage in the new principal residence is a higher-interest mortgage than the previous first mortgage, the employee shall be reimbursed the difference in the interest charges between the two mortgages, based on the amount of the mortgage and the unexpired term of the previous mortgage, up to the maximum period and amount specified in Appendix B of this directive. If the new mortgage principal is for a lesser amount than the previous mortgage principal, the lower mortgage principal will be used to calculate the differential; and
- (d) mortgage default insurance premium and/or an insurance processing fee, if:
 - (i) the employee was previously a homeowner;
 - (ii) the need for the insurance is verified (employee's equity is less than the percentage of the cost of the house specified in Appendix B); and
 - (iii) the premium is levied in one payment, except that if the equity in the former residence is not transferred fully to the new residence, any resulting increase in the premium (or the levying of the premium) shall not be reimbursed.

16.12.2 On presentation of proof of payment, an employee who qualifies for the reimbursement of real estate and legal/notary fees but who must pay a first mortgage repayment penalty upon termination of the first mortgage on the sale of a residence, shall be reimbursed the amount of the penalty payment in an amount not exceeding the number of months of mortgage interest as specified in Appendix B of this directive.

16.13 Inadmissible Expenses

16.13.1 Expenses related to financial arrangements resulting from the acquisition or disposal of a principal residence (e.g. mortgage finder's fees and adjustments on closing, such as municipal taxes) are not reimbursable, as they are not essential to establishing clear title to the property.

16.13.2 Applicable taxes on newly-built homes are not reimbursed.

16.14 Bridge Financing

16.14.1 An employee who obtains a short-term personal loan to purchase a principal residence while the former principal residence remains unsold, shall be reimbursed:

- (a) the interest for the bridging loan at the current bank interest rate; and

- (b) the necessary legal/notary and administrative fees associated with the loan, excluding third-party fees which may be incurred in obtaining such a loan.

16.14.2 Where an employee is unable to obtain a short-term personal loan, the interest as well as the legal/notary and administrative costs will be reimbursed for a mortgage secured for the same purposes, provided that these costs do not exceed those associated with a short-term personal loan as described above.

16.14.3 The amount of the loan or mortgage on which interest is reimbursable shall not exceed the employee's equity in the unsold principal residence. Equity is based upon the difference between the appraised value and the existing mortgages on the principal residence.

16.14.4 Reimbursement shall cease within ten working days following the date the sale transaction is completed ("sold and closed" in real estate terms) or at the end of six months, whichever is the earlier. In unusual circumstance, the deputy head or a delegated senior officer may extend the reimbursement period for an additional six months.

16.14.5 Reimbursement shall be made only following submission of proof that the interest has been paid and shall be based on evidence of the amount of the loan or mortgage that was used to purchase a principal residence (e.g.: copy of the purchase and sale agreement). Assistance under this section is available once per career, in conjunction with either a purchase or a sale of a principal residence for which real estate and/or legal/notary fees are reimbursed under this directive.

16.14.6 Advances for reimbursable expenses should be issued only when needed. In acquiring a bridging loan, the employee should establish a line of credit and borrow, on an as-needed basis, up to the full amount required for the bridging loan. The Crown would then pay for interest only for the periods for which the amounts are actually required.

16.15 Co-Owned Properties

16.15.1 Where the principal residence is co-owned by a person who is not the employee's spouse, common-law partner, or dependant(s), only the expenses which are directly proportional to the employee and the spouse, common-law partner or dependant(s)'s portion of the property shall be reimbursed.

16.16 Large Properties

16.16.1 The reimbursement of expenses in this directive is limited to a lot size not exceeding 1.235 acres/1/2 hectare, or where required by zoning laws, a lot size of not more than 4 acres/2.47 hectares. When an employee buys or sells land or acreage as a parcel with the principal residence, the employee shall only be reimbursed for that portion of the cost which results from the sale of the residence together with the lot size limitations as indicated above.

16.17 Income Properties

16.17.1 If the employee owns a multiple-unit residence building within which each unit is self-contained (e.g. a duplex or an apartment block), occupies one unit as a principal residence and sells the building, only those parts of the costs related to the unit used as a principal residence may be reimbursed. The relationship this unit bears to the entire building may be calculated on the floor area, or by any other method accepted under the *Income Tax Act*.

16.17.2 If the employee buys or sells an income-producing property (such as a small store or confectionery) in which the principal residence is or has been maintained, reimbursement shall be limited to that portion of the costs that the principal residence bears to the total.

16.18 Sale and/or Purchase of a Principal Residence – Other Situations

16.18.1 The employee may claim expenses pertaining to the sale and/or purchase of a principal residence at the time of relocation as outlined in this directive, as follows:

- (a) an employee who was assigned to a Canadian city other than the employee's headquarters city for a period of three years or more, as confirmed by the official notification of assignment, and who is relocated to a post may claim expenses for the sale of their principal residence in that Canadian city at the time of relocation to the post only; or
- (b) an employee who was relocated from a Canadian city other than the employee's headquarters city to a post, and who is subsequently assigned from a post to a Canadian city other than the employee's headquarters city for a period of three years or more, as confirmed by the official notification of assignment, may claim expenses for the purchase of a principal residence at the time of relocation to that Canadian city, provided the employee had sold their principal residence at the time of relocation to the post; or

- (c) an employee who was relocated from the employee's headquarters city to a post and who is subsequently assigned from a post to a Canadian city other than the employee's headquarters city for a period of three years or more, as confirmed by the official notification of assignment, may claim expenses for the sale of their principal residence in the headquarters city following official notification of the assignment. The employee may also claim the expenses for the purchase of a principal residence in the other Canadian city provided their principal residence was sold at the employee's headquarters city; or
- (d) an employee who was relocated from the employee's headquarters city to a post, and who is subsequently assigned to a new headquarters city as confirmed by the deputy head, may claim expenses for the sale of their principal residence in the old headquarters city following official notification of the assignment. The employee may also claim the expenses for the purchase of a new principal residence in the new headquarters city at the time of relocation, provided their principal residence was sold at the old headquarters city.

16.18.2 When claiming expenses under paragraphs 16.18.1(c) and (d), where the principal residence is in the headquarters city, real estate and legal/notary fees associated with its sale shall be reimbursed even if that principal residence had not been occupied by the employee at the time of relocation.

16.18.3 Subject to section 16.11 - Tax Implications, the limitations of sections 16.6 and 16.7 shall not apply for relocations between Canadian cities, and for relocations between the post and a Canadian city other than the employee's headquarters city.

16.18.4 When an employee is relocated from a post and assigned to a Canadian city other than the Canadian city from which they were relocated to post, relocation expenses to the new place of duty in Canada shall be in accordance with the provisions of FSD 15 – Relocation, including the relocation of household effects within Canada.

Appendix A – Structural Inspection

Effective Date: April 1, 2025

The maximum amount of the allowance in Canadian dollars which may be claimed in accordance with FSD 16.8.5(a) – Structural Inspection effective April 1, 2025 is \$500.

Note: The dollar amount shall be adjusted annually on April 1st in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

Appendix B - Mortgage and Associated Costs

Effective Date: April 1, 2025

In accordance with paragraph 16.12.1(c), the maximum amount reimbursable when interest rates are high at mortgage lending institutions, and where the first mortgage in the new principal residence is a higher-interest mortgage than the previous first mortgage is a maximum period of 5 years and maximum amount of \$5,000.

In accordance with paragraph 16.12.1(d), the percentage of employee's equity in a house which requires mortgage default insurance is less than 20%.

In accordance with subsection 16.12.2, the maximum amount payable for a first mortgage repayment penalty is three (3) months' interest or \$5,000, whichever is less.

Note: The amounts shall be adjusted in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

FSD 17 - Assistance for Spouses or Common-Law Partners

Scope

Introduction

In certain cases, the employer provides specific financial assistance to spouses or common-law partners to assist them in securing employment at post, or upon return to Canada to facilitate re-entry into the Canadian workforce.

Directive

17.1 Association Dues

17.1.1 Where a spouse or common-law partner, who is residing with an employee at a post, is accredited to one or more professional associations in Canada, was employed in the relevant profession within one year prior to departure from Canada and is

required while abroad to pay dues to such professional association(s) in order to retain professional certification, the deputy head may authorize the payment of an allowance to the employee to cover the cost, while abroad, of annual dues in respect of memberships in up to two professional associations.

17.1.2 In lieu of the provisions of subsection 17.1.1, the deputy head may authorize payment of an allowance to cover membership dues to associations which are directly related to maintaining employment contacts that facilitate re-entry into the Canadian workforce, to a maximum amount of \$300 per year.

17.1.3 To claim the allowance under subsection 17.1.1, the employee must provide a letter(s) from association(s) concerned certifying as to the necessity of such dues while outside Canada. To claim the allowance under subsection 17.1.2, the employee must provide supporting documentation showing the amount of membership dues paid to the association(s). Both allowances will be pro-rated to the period of time during which the spouse resides with the employee at post.

17.1.4 The employee shall provide the employer with such proof as the employer may require in order to ensure that this allowance was utilized for the purpose intended.

17.2 Employment Related Allowance

17.2.1 An employee may claim an allowance in accordance with Appendix A of this directive for a spouse or common-law partner, to assist in finding employment following relocation to and/or from Canada or for a cross-posting, subject to the following conditions:

- (a) the spouse or common-law partner is or has been residing with the employee in Canada and/or at post and was employed within three years prior to departure from Canada, or departure from the employee's post; and
- (b) the expenses incurred are directly related to facilitating entry to the workforce at the new place of duty outside Canada or re-entry into the Canadian workforce.

17.2.2 Eligible expenses include:

- (a) costs incurred for professionally prepared curriculum vitae;
- (b) attendance fees for conferences and trade fairs;
- (c) employment counselling;
- (d) reference checks;

- (e) administrative expenses associated with job searches; and
- (f) other employment related costs.

17.2.3 The employee shall provide the employer with proof required to demonstrate that this allowance was used for the purpose intended.

17.2.4 The allowance may be claimed once per relocation, either within two years of arrival at the new place of duty, or upon official confirmation of a posting or assignment to Canada. It is recognized that eligible costs may be incurred prior to receipt of posting confirmation.

17.3 Professional Retraining

17.3.1 Where a spouse or common-law partner, who is residing with an employee at post, is accredited to professional associations in Canada, was employed in the relevant profession within three years prior to departure from Canada and is required to undergo retraining for professional certification at the level previously held in order to be employed upon return to Canada, the deputy head may authorize reimbursement to the employee of the actual and reasonable tuition costs incurred for the required retraining courses when commenced within 24 months prior to return to Canada or within 24 months of return to Canada.

17.3.2 At the discretion of the deputy head, reimbursement of actual and reasonable costs of education/training completed may be authorized up to a maximum of \$1,000 where:

- (a) necessary upgrading of knowledge and/or skills is required due to the spouse's or common-law partner's absence from the Canadian workforce, in order to accompany the employee on posting;
- (b) the education/training completed by the spouse or common-law partner is not otherwise provided under a government employment/training program; and
- (c) the education/training is in the spouse's or common-law partner's area of expertise and will enhance re-employment opportunities in that area; examples include, but are not limited to, computer technician, travel agent, and secretary/administrative assistant.

Appendix A - Employment Related Allowance - Section 17.2

Effective Date: April 1, 2025

The maximum amount of the allowance in Canadian dollars which may be claimed in accordance with FSD 17.2 – Employment Related Allowance effective April 1st, 2025 is \$918 CAD.

Note: The dollar amount shall be adjusted annually on April 1st in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

FSD 18 - Special Family Separation Assistance

Scope

Introduction

This directive provides greater flexibility for spouses or common-law partners who, for employment, education or family-related reasons, do not accompany the employee for all or part of the employee's posting. Assistance is designed to recognize those situations which are attributable to foreign service, rather than those situations which result from personal choice.

Directive

18.1 Purpose

18.1.1 This directive provides greater flexibility for spouses or common-law partners who, for employment, education or family-related reasons, do not accompany the employee for all or part of the employee's posting. One or more dependent children may accompany the employee to a post or remain in Canada with the spouse/common-law partner.

18.1.2 Assistance is designed to recognize those situations which are attributable to foreign service, rather than those situations which result from personal choice.

18.1.3 Assistance is designed to offset the cost of maintaining the second residence in the headquarters city. The employee remains responsible for one set of household expenses. It is not the purpose of this directive to place an employee in a more advantageous position or to provide a financial benefit by virtue of the family separation.

18.1.4 Assistance is limited in situations where the employee's dependant(s) are not living in the headquarters city, as outlined in this directive.

18.1.5 While provisions are available on more than one occasion, it is not the purpose of these provisions to facilitate a permanent spousal separation or marriage breakdown. Employees who are in the process of dissolving a spousal union, or who are in a situation of indefinite spousal separation which may result in dissolution of the spousal union, are not eligible for these provisions. Such employees should be aware that benefits claimed under false pretenses may be recovered, and, in addition, the employee may be subject to disciplinary action.

18.2 Application

18.2.1 In cases of conflict or contradiction between the provisions of this directive and the provisions of any other directive, the provisions of this directive shall apply, including provisions for managerial discretion in accordance with section 18.10.

18.2.2 Assistance under this directive may be authorized by the deputy head in the following circumstances:

- (a) where, for operational reasons, the deputy head directs an employee to accept an assignment on an unaccompanied basis, or to continue or extend an assignment where dependants have been evacuated under the provisions of FSD 64 – Emergency Evacuation and Loss, and living expenses for the separated dependants are not being paid under that directive; the period would normally be up to the duration of the employee's assignment or extension, or such date as the deputy head authorizes a dependant(s) to join the employee at the post;
- (b) where, for employment, education or family-related reasons, or risk of discrimination, a spouse/common-law partner does not accompany an employee for all or part of an employee's posting; one or more dependent children may accompany the employee to a post or remain in Canada with the spouse/common-law partner; the period would normally be for the time during which the employee and dependant(s) are separated;
- (c) where disruption of a dependant's education would occur; except as provided for in paragraph (d), the period would normally be to the end of the relevant school term;
- (d) where the employee's spouse/common-law partner and one or more dependent children remain at the former place of duty in Canada in order to avoid disruption

of a dependent child's education at the primary or secondary level; the period would normally end when the child completes the final year of secondary education, or when the family relocates to the post, or on completion of the employee's assignment, whichever is earlier;

- (e) where a dependant is ill and is unable to relocate with the employee, the period would normally end not later than 14 days following the date that the attending physician certifies that the dependant is medically fit to travel;
- (f) where a dependant remains at the former place of duty in Canada to arrange for disposal of the employee's principal residence, the period would normally not exceed 12 months and would end on the day following the closing date of the Agreement of Purchase and Sale or the day following the commencement date of a rental agreement, whichever is applicable.

18.2.3 When assistance is requested under paragraphs 18.2.2(b), (c), (d), (e) and/or (f), it is the responsibility of the employee to complete the required application form, in advance of posting, informing the employer of the details of the anticipated spousal/family separation. However, in exceptional circumstances, the employer will consider an employee's application for these provisions during the posting.

18.2.4 Subject to paragraph 18.2.2(d) where less than three months remain in the employee's posting following completion of the child's final year of secondary education, the waiver of shelter cost may continue until the end of the employee's posting.

18.2.5 Assistance under paragraph 18.2.2(f) is to facilitate disposal of a principal residence which includes both sale and rental possibilities within the 12 month period and is not to dispose of income-producing property. It is the responsibility of the employee to provide evidence, satisfactory to the deputy head that active and realistic attempts have been made to dispose of the principal residence, following receipt of a Posting Confirmation Form (or equivalent).

18.3 Employee-Couple

18.3.1 The provisions of this directive apply to employee-couples.

18.4 Waiver of Shelter Cost (FSD 25 – Shelter)

18.4.1 Notwithstanding the provisions of FSD 25 – Shelter, where the employee's spouse/common-law partner does not accompany the employee for all or part of the employee's posting because of circumstances outlined in subsection 18.2.2, the deputy

head may authorize a waiver of 100% of the employee's shelter cost when the spouse/common-law partner resides in the headquarters city and incurs costs for shelter.

18.4.2 The waiver of shelter cost is designed to offset the cost of maintaining the second residence in the headquarters city and is not to place an employee in a more advantageous position or to provide a financial benefit by virtue of the family separation. Proof of actual and reasonable shelter costs incurred in maintaining a household must be provided by the employee to the deputy head.

18.4.3 A waiver of shelter cost for a period of less than three months at one time shall only be authorized when the spouse/common-law partner resides in the family's principal residence in the headquarters city.

18.4.4 Where an employee precedes the dependant(s) on relocation to a place of duty in Canada, a waiver of shelter cost shall take effect from the day of the employee's departure from the post.

18.4.5 It is not necessary for the spouse/common-law partner to continue to reside in the principal residence which they occupied when the employee was posted in order to claim a waiver of shelter cost however the principal residence occupied by the spouse/common-law partner must be in the headquarters city.

18.4.6 Where the employee is assigned abroad from a place of duty in Canada which is not the employee's headquarters city and the employee's spouse/common-law partner does not accompany the employee as specified in subsection 18.2.2, the provisions of subsection 18.4.1 may apply to the principal residence in the last place of duty.

18.5 Family Reunion Travel (FSD 51 – Family Reunion)

18.5.1 Notwithstanding the provisions of FSD 51 – Family Reunion:

- (a) one trip for family reunion travel for separated dependant(s) shall be authorized for each consecutive six (6) month period of separation, which is calculated from the date the employee arrives at post; and
- (b) where the separated dependant(s) do not reside in the headquarters city, the cost of travel is limited to return travel between the headquarters city and the employee's post, or, between the employee's post and the headquarters city, as applicable, less the cost of return travel between the location of the separated

dependant(s) and the headquarters city, unless the employee accepts the assignment on an unaccompanied basis.

18.5.2 Subject to the provisions of section 51.11 of FSD 51 – Family Reunion Away from Post, travel authorized under subsection 18.5.1 shall be approved to the headquarters city for the employee and any accompanying dependant(s) at the employee's post, in lieu of travel of all separated dependants to the employee's post. Where there are school-age children, one of the trips must be for the purpose of family reunion during the long school holiday recess. Subject to paragraph 18.5.1(b), the allowance shall be calculated on the basis of return travel from the headquarters city to the employee's post, for the employee's separated dependants.

18.5.3 Subject to the provisions of section 51.11 of FSD 51 – Family Reunion Away from Post, travel authorized under subsection 18.5.1 shall be approved to a third location provided the employee and all eligible dependant(s) travel and the family reunion is for a minimum of five days together at the approved location. Subject to paragraph 18.5.1(b), the allowance shall be calculated on the basis of return travel from the headquarters city to the employee's post for the employee's separated dependant(s).

18.5.4 Notwithstanding the provisions of subsection 18.5.2. where a shelter waiver is provided under the provisions of subsection 18.4.6, the family reunion travel shall be approved to the last place of duty where the dependants reside and the cost of family reunion travel is limited to return travel between the last place of duty in Canada and the employee's post.

18.6 Post Travel Assistance (FSD 50 – Post Travel Assistance)

18.6.1 Notwithstanding the provisions of FSD 50 – Post Travel Assistance:

- (a) in order to qualify for a post travel allowance under FSD 50 – Post Travel Assistance, a dependant must reside with an employee at a post for a minimum of 8 months of any consecutive 12-month period; and
- (b) the allowance shall be issued in accordance with the provisions of FSD 49 - FSD Travel Bank.

18.7 Education and Education-Related Provisions (FSD 30 – Post Transportation and Related Expenses) (FSD 33 – Education Assistance at a Lycée in Canada) (FSD 34 – Education Allowances) (FSD 35 – Education Travel)

18.7.1 Education and education-related costs/expenses are payable for kindergarten, primary and secondary level education of accompanying dependent children at the employee's post, in accordance with the above directives, except that:

- (a) notwithstanding the provisions of FSD 35 – Education Travel, travel for a parent to accompany the child from post to Canada shall not normally be approved; and
- (b) education expenses at a lycée in Canada are payable in accordance with FSD 33 for a child residing with the employee's spouse/common-law partner in the headquarters city.

18.7.2 Travel for a parent to accompany the child under paragraph 18.7.1(a) shall only be approved when the employee can demonstrate, to the satisfaction of the deputy head, that:

- (a) the airline will not accept the dependent child unaccompanied, i.e. letter from the airline; and
- (b) arrangements cannot be made for travel under FSD 51 – Family Reunion or FSD 50 – Post Travel Assistance.

18.7.3 Assistance under paragraph 18.7.1(b) will not be authorized a second time when the child has not attended a lycée outside Canada since assistance at a lycée in Canada was previously authorized under this directive.

18.8 Relocation (FSD 15 – Relocation)

18.8.1 Notwithstanding the provisions of FSD 15 – Relocation, at the request of the employee, relocation travel to and from the employee's post for all separated dependant(s) shall be authorized once during the employee's assignment, except that, where the separated dependant(s) are not residing in the headquarters city, the employee shall be responsible for travel between the location of the separated dependant(s) and the headquarters.

18.8.2 Except for relocation travel, as specified in subsection 18.8.1, there is no entitlement to relocation provisions under FSD 15 – Relocation, where the separated dependant(s) are not residing in the headquarters city.

18.8.3 Subject to subsection 18.8.1, payment of relocation expenses (including relocation travel) for separated dependants shall be approved for periods of 12 months or longer at the post and, with the approval of the deputy head, may be approved for periods of less than 12 months at the post.

18.8.4 At the time of an employee's relocation to a post, the employee may claim actual and reasonable expenses for packing, crating, transportation (including in-transit insurance), and storage of household effects.

18.8.5 At the time of an employee's relocation to a post, the employee may not claim expenses for packing, crating, transportation (including in-transit insurance), and unpacking of household effects to a temporary residence in the headquarters city, when the employee's principal residence is rented or sold.

18.8.6 Once during an assignment, an employee may claim actual and reasonable expenses for packing, crating, local transportation, shipment and unpacking of household effects for separated dependants from the employee's headquarters city to and from the employee's post, where the cost shall not normally exceed the cost which would otherwise have been incurred if the separated dependants accompanied the employee for the duration of posting. The total weight limitation for all shipments for the employee and dependants shall be determined on the basis of the employee's normal household size, as if all dependants had accompanied the employee for the duration of posting.

18.8.7 An employee may claim the cost of one return trip to the former place of duty when the deputy head is satisfied that the employee's dependants who are a pre-school aged children or dependants with a disability, require the assistance of the employee in travelling to the new place of duty. It is not designed for situations such as assistance in the preparation of inventories, and/or in making travel and/or relocation arrangements, including packing, shopping, etc., unless there are extenuating circumstances which justify the use of managerial discretion under subsection 18.10.1.

18.9 Provincial Health Insurance Premiums

18.9.1 Where an employee is required to pay provincial health insurance premiums on behalf of one or more dependant(s) residing in Canada which exceed the cost of premiums for family coverage under the Comprehensive Coverage of the Public Service Health Care Plan that would otherwise have been payable had the dependant(s) accompanied the employee to the post, the deputy head shall authorize payment of an allowance for the excess amount incurred by the employee, for the separated dependant(s):

- (a) for whom the employee is receiving assistance under the provisions of FSD 18 – Special Family Separation Assistance; or

- (b) for whom an education allowance and/or shelter assistance under the provisions of FSD 34 – Education Allowances is provided, where such dependant(s) are attending an elementary, secondary or post-secondary educational institution in Canada; or
- (c) who are under age 21 and who are receiving care or training in an institution in Canada by reason of a mental and/or physical infirmity or disability.

18.9.2 Where a spouse or common-law partner chooses to remain in Canada for personal reasons, other than those specified under FSD 18 – Special Family Separation Assistance, and is insured with other dependant(s), the cost of single coverage shall be attributed to the spouse or common-law partner and only the balance of the premium actually paid shall be eligible for inclusion in the allowance.

18.9.3 At the time the allowance is issued, the employee will be required to certify that the allowance will be used as specified and that any changes to the anticipated costs will be reported to the deputy head.

18.9.4 Employees shall submit such documentation as the deputy head may require to demonstrate that the allowance was used for the purpose intended.

18.10 Managerial Discretion

18.10.1 When the deputy head, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, is of the opinion that the assistance provided under this directive is clearly inadequate for an employee (because of special circumstances not taken into account by this directive), such additional assistance may be authorized as is considered necessary to facilitate a departmental program or to rectify what would otherwise be an obvious injustice to the employee, subject to the following:

- (a) use of discretion should not be exercised which would place an employee in a more advantageous position outside Canada than in Canada;
- (b) use of discretion is not placing an employee in neither a more nor a less advantageous situation than employees on assignment outside Canada who do not have separated dependants residing in Canada;
- (c) use of discretion should recognize the exigencies and demands of the foreign service in circumstances which are beyond the reasonable control of the employee; and

(d) use of discretion should not be exercised to correct fault, error or negligence on the part of an employee or dependant.

18.10.2 Managerial discretion may be exercised, on an individual case basis, to apply the provisions of this directive, including a waiver of shelter cost, to career foreign service employees who are relocated to a post outside Canada from a regional office in Canada, where the employee's spouse/common-law partner remains at the employee's former place of duty in Canada for any of the reasons outlined in subsection 18.2.2.

18.11 Reporting

18.11.1 Departments and agencies are required to keep records of each case of Special Family Separation Assistance and to submit them to the appropriate foreign service interdepartmental coordinating committee annually on December 1st of each year.

18.11.2 Use of managerial discretion under section 18.10 shall be reported to the NJC FSD Committee on January 31st of each year.

Part IV - Shelter and related provisions

FSD 25 - Shelter

Scope

Introduction

The employer is committed to a policy of average comparability which recognizes that wherever possible and practicable, and allowing for local conditions and lifestyles, the employer shall provide each Canada-based employee outside Canada with accommodation which is generally comparable to the average fully-serviced rental accommodation normally occupied by a person of similar salary and family configuration in the Ottawa/Gatineau area. In return, the employee shall pay a shelter cost to the employer which in general corresponds to the cost of average fully-serviced unfurnished rental accommodation normally occupied by a person of similar salary and family configuration in the Ottawa/Gatineau area. Employees' shelter costs (Appendix A) shall be updated in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

This directive provides financial assistance to an employee in renting accommodation at a location outside Canada where housing costs exceed those of Ottawa/Gatineau and Crown-held accommodation is not provided. Assistance is provided to compensate for the difference in shelter costs for fully-serviced rental accommodation between Ottawa/Gatineau and each such location, having regard for the employee's annual rate of pay, household size and program requirements including the requirement to extend substantial official hospitality in the home. Unless otherwise indicated in this directive, the Deputy Minister of Foreign Affairs has been delegated authority to establish rent ceilings for locations where staff accommodation is privately-leased, on the recommendation of the appropriate foreign service interdepartmental coordinating committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

The Department of Foreign Affairs, Trade and Development is responsible for the provision of staff accommodation at locations outside Canada where they are represented and in conformity with the policy on administrative integration abroad and the use of common service organizations.

Definitions

Note: *These definitions only apply to this directive.*

Actual rent (*loyer réel*) refers to the amount in local currency which the employee is paid by the employer in order to lease living accommodation at a post which, whenever possible and practicable and allowing for local conditions and lifestyles, meets the average comparability policy. Actual rent may include wherever possible, charges or taxes for municipal services such as fire protection, police protection, street cleaning, mail delivery, street lighting, snow removal (excluding snow removal from a walk or driveway), condominium fees and similar charges or taxes such as subdivision fees and an amount which is required by a lessor in consideration of tenancy in order for the employee to acquire permanent accommodation. Actual rent may also include the monthly cost of monitoring a previously installed security system, where this is a condition of the lease and the deputy head is satisfied as to the necessity of such an arrangement.

Deputy head (*administrateur général*) means the Deputy Minister of Foreign Affairs where staff accommodation is provided by the Department of Foreign Affairs, Trade and Development.

Rent ceiling (*loyer maximal*) means the maximum amount established by the employer for each location where staff accommodation is privately leased and represents the maximum actual rent payable to the employee for unfurnished living accommodation at that location, having regard to the employee's annual rate of pay applicable on the first day of the assignment, household size and program requirements including the requirement to extend substantial official hospitality at home. Where the deputy head is not prepared to authorize shipment of an employee's household effects in accordance with the Weight Limitation Table for Unfurnished Accommodation under Appendix B of FSD 15 – Relocation, a separate rent ceiling shall be established for furnished accommodation or the rent ceiling shall include provision for furniture rental. Rent ceilings shall also include, where applicable, condominium fees and similar charges or taxes such as subdivision fees and may include the monthly cost of monitoring a previously installed security system, where this is a condition of the lease and the deputy head is satisfied as to the necessity of such an arrangement.

Directive

25.1 Application

25.1.1 An employee's shelter cost as specified in Appendix A is based on:

- (a) the employee's salary group, determined by the annual rate of pay applicable on the first day of the assignment, as well as the annual rate of pay applicable on April 1st of each subsequent year; and
- (b) the household size, which includes the employee plus dependants as defined in FSD 2 – Definitions who are, or will be residing with the employee for at least eight months of any consecutive twelve-month period; and
- (c) where a retroactive adjustment to the annual rate of pay is authorized, either as a result of a collective agreement or unilateral action by the employer, the effective date for adjustment of the employee's shelter cost shall be the first day of April following the date of the signing of a collective agreement or an arbitral award, or the date of approval of the revision in the case of excluded employees.

25.1.2 When determining the suitability of Crown-held and privately leased accommodation, the deputy head shall generally be guided by the following accommodation space targets/guidelines:

- (a) 1 person in household – 2 bedrooms;
- (b) 2 people in household – 3 bedrooms;

- (c) 3 people in household – 3 bedrooms;
- (d) 4 people in household – 3 bedrooms;
- (e) 5 people in household – 4 bedrooms.

25.1.3 An employee, who is a single parent with accompanying children, shall be treated as a couple with accompanying children, for the purpose of establishing the number of bedrooms authorized.

25.1.4 An employee shall have the option of electing a household size which is one level higher than the actual household size to recognize the impending birth or adoption of a child.

25.1.5 An employee who is accompanied by three or more dependants and who is renting private accommodation shall have the choice of electing a household size which is one level lower than the actual household size.

25.1.6 Where two employees at the same post share joint custody of one or more dependants, the employee who does not receive FSD benefits for the dependants shall have the option of electing a household size to recognize the dependants residing at the post full-time.

25.1.7 Where an employee changes accommodation in accordance with subsection 25.1.4 or 25.1.5, the provisions of section 25.17 may be applied at the discretion of the deputy head.

25.1.8 Where an employee makes an election in accordance with subsection 25.1.4 or 25.1.5, it shall remain in force for as long as the employee continues to occupy the accommodation which was occupied at the time the election was made and the employee's actual rent and/or shelter cost shall not be affected during this period by the arrival or departure of a member of the employee's household.

25.1.9 Where subsection 25.1.4 or 25.1.5 does not apply, the employee's household size, for purposes of shelter cost, shall be adjusted on the first calendar day following a change in household size due to the permanent arrival or departure of a dependant; in such situations, where an employee is occupying Crown-held accommodation, the employee and the employer will make every reasonable effort to relocate the employee to accommodation which is suitable having regard to the employee's revised household size.

25.2 Crown-Held Accommodation

25.2.1 Where an employee is allocated Crown-held accommodation at a post, it shall be a condition of assignment to that post that the employee occupy that accommodation, provided such accommodation is suitable.

25.2.2 As conditions of occupancy, the employee shall sign an Occupancy Agreement, identify inventory items and note their condition in the Schedules attached to the Agreement. The Occupancy Agreement includes details on liability regarding damage and loss of property.

25.2.3 Where an employee has signed an Occupancy Agreement, the Crown shall be responsible for public liability and for compensation for damage/loss to an employee's personal and household effects to the same extent as a landlord would be responsible under the law of Ontario. In addition, the Crown shall be responsible for such other matters which, because of local law or practice, may be specified in the leasing agreement between the Crown and the local landlord as being the responsibility of the lessee but which would normally be the responsibility of the landlord under the law of Ontario. The law of Ontario shall apply to the settlement of any dispute or difference arising under the Occupancy Agreement.

25.2.4 It is the employee's personal responsibility to take out appropriate householder's insurance for public liability, for which they would be responsible under the law of Ontario, and for damage/loss of personal and household effects.

25.2.5 Where an employee chooses to vacate Crown-held accommodation for personal reasons, a minimum of two months advance written notice of intent to vacate shall be given and the employee shall continue to pay shelter cost for the lesser of:

- (a) two calendar months after the month in which notice of intent to vacate is given;
or
- (b) the period until the accommodation is disposed of or again occupied.

25.2.6 In the event of the death of an employee, the deputy head may authorize the continued occupancy of Crown-held accommodation by the employee's dependants, for a reasonable time after the employee's death, taking into consideration the circumstances of each case. In such case, payment of the appropriate shelter cost shall apply.

25.3 Privately Leased Accommodation – Actual Rent

25.3.1 On submission of the Application for Shelter Assistance Form, the deputy head may authorize payment to an employee who rents accommodation of:

- (a) actual rent up to the rent ceiling established for the post on the basis of the employee's annual rate of pay and household size; or
- (b) actual rent up to the rent ceiling established for the post on the basis of the employee's annual rate of pay and household size, where in the opinion of the deputy head an employee is required to extend substantial official hospitality at home; or
- (c) actual rent up to the maximum rent ceiling established for the post on the basis of the employee's annual rate of pay (without regard for household size) where there are fewer than four other persons in the employee's household, where in the opinion of the deputy head an employee is required to extend substantial official hospitality at home.

25.3.2 Where an employee is receiving actual rent in accordance with subsection 25.3.1, such rent shall remain fixed for the duration of the lease except that:

- (a) where the rent ceiling has been revised, actual rent may be adjusted up to the amount of the revised rent ceiling, in accordance with the employee's annual rate of pay and household size used to determine the previous rent ceiling, with effect from the date of the revised rent ceiling; and/or
- (b) where the initial or subsequent lease contains a cost adjustment clause, actual rent shall be adjusted up to the amount of the rent ceiling in accordance with the employee's annual rate of pay and household size on the effective date of the adjustment.

25.3.3 Notwithstanding the limitations of the definition of "rent ceiling" and subsection 25.3.1, actual rent may exceed the rent ceiling where:

- (a) actual rent on initial occupancy did not exceed the rent ceiling at that time, the cost adjustment clause or subsequent lease, as applicable, was approved by the deputy head and the deputy head is of the opinion that such excess rent is a justifiable charge to public funds; and/or
- (b) it can be demonstrated that the rent ceiling is inadequate for a particular employee due to unusual circumstances or conditions, on the recommendation of the appropriate foreign service interdepartmental coordinating committee.

25.3.4 Unusual circumstances or conditions referred to in paragraph 25.3.3(b) would include the following:

- (a) special housing requirements for an employee or dependant with a disability;
- (b) additional space requirements due to family size, not taken into consideration when establishing the rent ceiling;
- (c) unusual program requirements, not taken into consideration when establishing the rent ceiling; and/or
- (d) unusual market conditions which could not be anticipated when establishing the rent ceiling.

25.3.5 Where an employee who is receiving actual rent enters into a new or subsequent lease, actual rent shall be adjusted up to the amount of the rent ceiling in accordance with the employee's annual rate of pay and household size with effect from the first day of the new or subsequent lease.

25.3.6 Notwithstanding Section 107 of the *Federal Public Sector Labour Relations Act*, revisions to rent ceilings shall not constitute a change in terms and conditions of employment for employees subject to the Foreign Service Directives.

25.3.7 It is the employee's personal responsibility to purchase appropriate household insurance for public liability, for which they would be responsible under the law of Ontario, and for damage/loss of personal and household effects.

25.3.8 In the event of the death of an employee who has been occupying privately-leased accommodation, the deputy head may authorize continued payment of actual rent to the employee's dependants for occupancy of such accommodation for a reasonable time after the employee's death, taking into consideration the circumstances of each case. In such case payment of the appropriate shelter cost shall apply.

25.4 Privately Leased Accommodation - Advance

25.4.1 Where an employee is required to pay a lessor a sum of money to acquire permanent accommodation, either as advance rent or in consideration of tenancy, but other than a security deposit, the deputy head may grant the employee the required advance which shall not exceed six times the monthly actual rent as determined pursuant to subsection 25.3.1.

25.4.2 Where an employee has been granted an advance in accordance with subsection 25.4.1, recovery shall be as follows:

- (a) where the advance has been provided for advance rent, the employee's shelter cost shall be payable for the duration of the lease, but the employee shall not receive actual rent for that period of the lease for which advance rent has been paid;
- (b) where the advance has been provided in consideration of tenancy, the amount of such advance shall be recovered by monthly deductions from the employee's actual rent at a rate not less than the rate computed in Appendix C of this directive.

25.4.3 An employee who is required to pay for public utilities in advance in order to obtain service may be granted an advance, not exceeding the amount of the advance specified by the utility company, at the discretion of the deputy head.

25.4.4 Where an employee has been granted an advance in accordance with subsection 25.4.3, recovery shall be as follows:

- (a) where the advance has been made for utilities for which payment of charges are the employee's responsibility, the advance shall be:
 - (i) repaid by the employee upon recovery from the utility company; or
 - (ii) recovered from the employee's salary two months after the departure from the post, whichever is the earlier; or
- (b) where the advance has been made for utilities for which payment of charges is authorized under subsection 25.9.2, payment of such charges shall be limited to the actual utility charges less the amount of the advance.

25.4.5 Where an employee is required to pay a lessor a sum of money as a security deposit to acquire permanent accommodation, and/or pay an agency or firm a sum of money as a security deposit in order to rent essential household furniture and equipment, the deputy head may authorize payment of an advance not exceeding the following:

- (a) six months' actual rent, as determined in subsection 25.3.1, where an employee is required to pay a lessor a sum of money as a security deposit in order to rent permanent accommodation; and/or

- (b) six months' furniture rental, where an employee is required to pay an agency or a firm a sum of money as a security deposit in order to rent essential household furniture and equipment.

25.4.6 Except where the provisions of subsections 25.4.8, 25.4.9 or 25.4.10 apply, the advance made under subsection 25.4.5 shall be:

- (a) repaid by the employee upon refund by the lessor/firm/agency, together with accrued interest, if any, in accordance with the provisions of the lease agreement; or
- (b) recovered from an employee's salary two months after the date of the expiration of the lease, whichever is earlier.

25.4.7 The advance made under subsection 25.4.5 shall be settled in the same currency as the advance was issued unless the employee has departed the post prior to final settlement, in which case any amounts owed by the employee shall be repaid in Canadian currency using the exchange rate applicable in the month the employee departed the post.

25.4.8 Where a lessor/firm/agency withholds all or part of a security deposit in compensation for alleged loss, damage, or other liability attributed to the employee, recovery of that part of the security deposit advance which, in the opinion of the deputy head, is not properly attributable to the employee may be waived, up to the following limits:

- (a) one month's actual rent, as determined in subsection 25.3.1, where the security deposit was paid to a lessor in order to acquire permanent accommodation; and/or
- (b) one month's furniture rental, where the security deposit was paid to a firm or agency in order to rent essential household furniture and equipment.

25.4.9 Where a security deposit is withheld in an amount which exceeds the limits prescribed in subsection 25.4.8, in compensation for alleged damage, loss or other liability attributed to the employee, the deputy head may:

- (a) authorize payment of legal and related expenses incurred in securing independent competent assistance to determine employee liability, provided such expenses do not exceed the amount of the security deposit withheld; or

- (b) waive recovery, up to the cost of procuring the services of competent assistance to determine employee liability, of that part of the withheld security deposit advance which in the deputy head's opinion is not properly attributable to the employee.

25.4.10 Where the deputy head has authorized payment of expenses pursuant to paragraph 25.4.9(a), and is satisfied that, on the basis of the report from independent sources the claims of the lessor/firm/agency are unreasonable, and initiation of legal proceedings against the lessor/firm/agency would prejudice departmental objectives or involve prohibitive costs, recovery of that part of the security deposit advance which in the opinion of the deputy head is not properly attributable to the employee may be waived.

25.5 Privately Leased Accommodation - Other Costs

25.5.1 The deputy head may authorize payment of any or all of the expenses as outlined in subsection 25.9.3 and section 25.17 incurred by the employee when the employee, at a post:

- (a) leases permanent accommodation on arrival; and/or
- (b) disposes of permanent leased accommodation on departure.

25.5.2 Where, because of local law or practice, an employee is responsible for all or a portion of costs for maintenance and/or repairs to privately-leased accommodation where such costs would be the responsibility of the lessor in the employee's headquarters city, the deputy head may authorize reimbursement of such actual and reasonable expenses for fit-up, maintenance and/or repairs, consistent with those which would normally be the responsibility of the Crown in Crown-held accommodation at the post.

25.5.3 It is not the intent of subsection 25.5.2 to provide for the payment of major repairs or maintenance of privately-leased accommodation or to upgrade privately-leased accommodation which does not meet the average comparability policy at the time of initial occupancy. Under normal circumstances, where the anticipated cost of repairs and/or maintenance is expected to exceed \$500 for any one service or on any one occasion or \$1,000 in any fiscal year, prior approval of the deputy head is required in order to claim reimbursement.

25.5.4 There may be situations where because of a shortage of suitable leased accommodation, most available accommodation requires minor fit-up and repairs. In such cases, the deputy head may authorize the reimbursement of the cost of necessary minor fit-up and repairs, to a maximum cost equivalent to one month's actual rent for that specific housing unit, but not exceeding the applicable rent ceiling. Examples of expenses that may be reimbursed are: painting and wall repairs, weather stripping, window and door repairs, repairing loose floor tiles, changing of locks, minor plumbing and electrical repairs and purchase of window coverings where these are not provided. Expenses that are purely cosmetic (changing wall colours) are not reimbursable.

25.6 Privately Leased Accommodation - Disputes

25.6.1 Where a dispute arises at a post between an employee and a lessor, either during the term of a lease or on termination of a lease, about loss or damages allegedly created or caused by that employee, the deputy head may authorize payment of:

- (a) the expenses of securing independent competent assistance, including legal services, provided such expenses do not exceed the difference between the amount claimed by the lessor and the amount of liability recognized by the employee; or
- (b) an amount up to the cost of procuring independent competent assistance, including legal services, towards settlement of that part of the claim which does not involve employee liability.

25.6.2 The senior officer at the mission shall submit a report to the deputy head outlining the circumstances of the dispute, the report of an independent appraiser, if applicable, and recommendations for the disposition of the dispute. Payment to the lessor of that part of the claim which, in the opinion of the deputy head, is not properly attributable to abuse or neglect by the employee may be authorized:

- (a) where the deputy head is satisfied that the lessor's claims are unreasonable and initiation of legal proceedings against the lessor would prejudice departmental objectives or involve prohibitive costs; or
- (b) where court proceedings have taken place and a judgment has been rendered against the employee.

25.7 Accommodation at No Cost to the Crown

25.7.1 An employee shall have the right to opt out of the shelter provisions of this directive, which include those provisions related to utilities in subsections 25.4.3, 25.4.4, 25.9.1 and 25.9.2, and personally arrange for accommodation on the local market at no cost to the Crown, except that this choice would not normally be available to an employee where it is a condition of assignment that the employee occupy Crown-held accommodation. In these cases, approval shall be at the discretion of the Deputy Minister of Foreign Affairs.

25.7.2 The right to opt out should normally be exercised at the beginning of a posting and would usually last for the length of the posting. The option would not be available to an employee who chooses to share accommodation with another employee to whom these directives apply.

25.8 Employee-Owned Accommodation

25.8.1 This directive shall not apply in situations where an employee purchases accommodation at a post, without the approval of the Treasury Board or the President of the Treasury Board.

25.9 Utility and Other Expenses

25.9.1 Subject to paragraph 25.4.4(b), where an employee rents accommodation and receives actual rent or occupies Crown-held accommodation at a post, the deputy head shall authorize payment of the actual and reasonable utility charges, including sales or excise taxes, specified in subsection 25.9.2 that are incurred by the employee during the period commencing on the first day of the lease or the first day of occupancy of Crown-held accommodation and terminating on the day of the employee's final departure from permanent accommodation or the day the lease is terminated, whichever is the earlier.

25.9.2 The utility charges referred to in subsection 25.9.1 of which the deputy head shall authorize payment include charges in respect of:

- (a) rental and repair of meters;
- (b) identifiable water costs;
- (c) gas;
- (d) fuel used for heating, including the cost of firewood where this is a primary source of heat or where this is an essential source of heat to supplement an inadequate heating system or where used in fuel-efficient fireplaces designed to reduce energy consumption;

- (e) the primary fuel used for cooking;
- (f) electricity;
- (g) sewerage;
- (h) garbage collection;
- (i) charges or taxes for municipal services such as fire protection, police protection, street cleaning, mail delivery, street lighting and snow removal (excluding snow removal from a walk or driveway), when not included in the leasing agreement as part of rent;
- (j) pest control where required by local law or where considered by the deputy head to be in excess of an employee's personal responsibility. Such charges shall be limited to those that would not normally be incurred in Canada or would be the responsibility of the landlord or appropriate local authority such as the municipal health or sanitation department. In considering charges for pest control, the deputy head shall take into account any recommendation or advice from Health Canada or local health authority; and
- (k) licence fees imposed by the host government for one television set, one car radio and one radio in the home.

25.9.3 The deputy head may authorize payment of any or all of the following expenses incurred by the employee when leasing private accommodation:

- (a) legal fees and registration fees;
- (b) duty stamps;
- (c) inventory charges;
- (d) real estate agent's fees; and/or
- (e) compulsory insurance of a kind not normally required as a condition of occupancy in Canada, including insurance for public liability where this is the responsibility of the lessee under local law or practice but would have been the responsibility of the landlord under the law of Ontario.

25.9.4 The utility charges referred to in subsection 25.9.1 do not include charges or taxes in respect of:

- (a) telephone service; and
- (b) personal services, including those provided by doormen, janitors, maids, concierges, gardeners.

25.9.5 In respect of paragraph 25.9.4(a), an employee who occupies Crown-held accommodation shall pay the cost of telephone service during the period of occupancy, notwithstanding the fact that the telephone is not in the name of the employee, except in unusual situations where specifically authorized in advance by the deputy head.

25.9.6 In the event of the death of an employee where the employee's dependants have been authorized to continue occupancy of Crown-held accommodation or privately-leased accommodation, the deputy head may authorize continued payment of actual and reasonable utility charges in accordance with this section.

25.10 Shelter Cost

25.10.1 Subject to sections 25.13 and 25.16, and/or to sections 15.23 and 15.24 of FSD 15 – Relocation, FSD 16 – Assistance for a Principal Residence and/or FSD 18 – Special Family Separation Assistance, as applicable, an employee who occupies Crown-held accommodation or who occupies privately-leased accommodation and is receiving actual rent, shall pay a shelter cost in accordance with Appendix A of this directive. The shelter cost represents an amount which in general corresponds to the cost of average fully-serviced unfurnished rental accommodation normally occupied by a person of similar annual rate of pay and family configuration in the Ottawa/Gatineau area.

25.10.2 Shelter cost is payable in advance on the first day of the month.

25.10.3 Shelter cost may be paid in Canadian dollars or in local currency equivalent. An employee who pays a shelter cost in local currency may be reimbursed such bank service and/or exchange charges incurred in such payment on certification that these charges have been paid for the purchase of the local currency equivalent of the shelter cost. Where an employee has purchased local currency within the seven days preceding the first working day of the month in order to pay that month's shelter cost, the actual rate of exchange obtained may be used in the determination of the equivalent shelter cost payable by the employee. In all other cases, the equivalent local currency cost shall be based on the most favorable legal rate of exchange available to employees on the first working day of the month in which the shelter cost is payable, as determined by the deputy head.

25.10.4 The shelter cost, as provided in Appendix A of this directive, shall be increased by 20% if an employee rents furnished accommodation at a post to which the deputy head was prepared to approve payment of the expenses of shipping that employee's

furniture and household equipment, but the employee requests and the deputy head agrees to store such furniture and household equipment at public expense.

25.10.5 The shelter cost shall remain fixed until the following April 1st, except:

- (a) for periods for which deficiency adjustments are authorized; and
- (b) where there is a change in the size of an employee's household residing at the post, in which case the shelter cost shall be adjusted on the first calendar day following the permanent arrival or departure of a dependant, on the basis of the employee's annual rate of pay used to determine the shelter cost before the change in household size.

25.10.6 An employee's shelter cost shall be adjusted on April 1st of each year, in accordance with Appendix A, to reflect any change in annual rate of pay, as outlined in section 25.1. Furthermore:

- (a) where an employee changes either privately-leased accommodation or Crown-held accommodation as a result of uncontrollable circumstances, the shelter cost for the accommodation occupied immediately prior to the change shall continue to apply until April 1st, unless there is a change in the household size; or
- (b) where an employee is allocated temporary Crown-held accommodation because suitable accommodation, having regard for annual rate of pay, household size, and/or program requirements, is not available, and is subsequently allocated suitable Crown-held accommodation, the shelter cost for the accommodation occupied immediately prior to the change shall continue to apply until April 1st, unless there is a change in the household size.

25.11 Start and End Date of Shelter Cost

25.11.1 Except as provided in sections 25.13 and 25.16, and/or in sections 15.23 and 15.24 of FSD 15 – Relocation, FSD 16 – Assistance for a Principal Residence and/or in FSD 18 – Special Family Separation Assistance, an employee's shelter cost, determined in accordance with this directive, shall apply from the first day of occupancy of privately-leased or Crown-held accommodation at the post, and shall cease on the day following the termination date of the lease for which actual rent was paid, or the final departure of the employee from permanent accommodation, whichever is earlier.

25.11.2 In cases of emergency evacuation where the employee and accompanying dependant(s) have been evacuated under the provisions of FSD 64 – Emergency Evacuation and Loss, the final departure date from accommodation shall be the date indicated on the Posting Confirmation Form (or equivalent), subject to adjustments which may be authorized in accordance with section 25.13.

25.11.3 Where, following the death of an employee, the employee's dependants have been authorized to continue occupancy of Crown-held accommodation or privately-leased accommodation, such occupancy shall be subject to payment of the appropriate shelter cost to the employer, in accordance with sections 25.10 and 25.11.

25.12 Calculation of Partial Month Actual Rent or Shelter Cost

25.12.1 Actual rent or shelter cost for a period of less than one complete calendar month shall be calculated in accordance with Appendix B of this directive.

25.13 Shared Accommodation

25.13.1 Subject to subsection 25.1.1, where an employee chooses to share accommodation with one or more other employees, either because they are an employee-couple or by personal choice, the shelter cost shall be assessed in total to and paid by the employee who is in receipt of the highest annual rate of pay and shall be determined on the basis of:

- (a) the total number of employees and dependants in the household; and
- (b) the applicable annual rate of pay for the employee who is in receipt of the highest annual rate of pay.

25.13.2 Where an employee is required to share Crown-held accommodation with one or more employees together with their dependants, each employee's shelter cost shall be based on each annual rate of pay and household size divided by the number of employees sharing the accommodation.

25.13.3 Where an employee shares privately-leased accommodation with one or more other employees, the rent ceiling shall be applied in the same manner as used to determine the appropriate shelter cost in this section.

25.13.4 An employee may be entitled to an accommodation deficiency adjustment in accordance with section 25.16 when:

- (a) as the result of an emergency evacuation, an employee is required to share accommodation with one or more employees;
- (b) an employee, with the approval of the deputy head, shares accommodation with a non-employee; or
- (c) an employee is required to share accommodation with one or more employees who are at post on travel status.

25.14 Temporary Absence from Post

25.14.1 Where an employee is temporarily absent from the post with the deputy head's approval, or is assigned to a new post, the shelter cost and actual rent applicable immediately prior to departure shall continue to apply as long as a dependant continues to reside in the employee's accommodation at the post, subject to any adjustment pursuant to subsections 25.3.2, 25.3.3, 25.3.5, 25.10.5, 25.10.6 and section 25.11.

25.14.2 Where an employee is temporarily absent from the post with the deputy head's approval and no dependant continues to reside in the employee's privately-leased accommodation at the post, the deputy head may authorize termination of payment of the actual rent on the day following the last day of occupancy, having regard for:

- (a) the estimated cost if the lease were not terminated and payment of the actual rent were continued during the period of temporary absence; and
- (b) the estimated costs of living expenses and temporary shelter and related expenses and, if applicable, the higher actual rent on the return of the employee if the lease is terminated; and where the employee's lease is terminated, the deputy head may authorize payment of living and temporary shelter expenses on the employee's return to the post, in accordance with FSD 15 – Relocation, except that the benefit period shall not include time spent in temporary accommodation prior to the employee's return.

25.14.3 Where an employee is temporarily absent from the post with the deputy head's approval, and no dependant continues to reside in the employee's privately-leased accommodation which is sublet, the actual rent shall be reduced by one-half of the actual amount received by the employee from subletting.

25.14.4 Where an employee is absent from the post without the deputy head's approval, the deputy head may terminate payment of the actual rent and the shelter cost effective from the first day of such absence.

25.15 Safe Storage Expense Benefit During a Temporary Absence from Post

25.15.1 Subject to sections 25.15.2, 25.15.3 and 25.15.4, where an employee is temporarily absent from a post, and the living accommodation will be vacant during that absence, and where protection from burglary or unlawful entry is considered essential, the deputy head shall authorize payment of the lesser of the following actual and reasonable expenses:

- (a) storage, including the cost of packing, cartage, extra insurance and unpacking, of the employee's effects; or
- (b) custodial services providing comparable protection, beginning on the first day of the employee's absence.

25.15.2 Where in the opinion of the deputy head the absence arises from program-related circumstances, the storage expenses referred to in paragraph 25.15.1(a), may be authorized by the deputy head as many days beforehand as may be necessary to enable the employee's effects to be in safe storage from the first day of absence, and shall be limited to the expenses related to:

- (a) household effects, where the employee's lease of privately-rented living accommodation is terminated with the approval of the deputy head; or
- (b) personal articles only, where the employee's lease is not terminated or where the employee occupies Crown-held or employee-owned accommodation.

25.15.3 Where an employee is absent from a post on authorized leave of absence with pay, other than an absence covered by subsection 25.15.2 and where the employee's lease is not terminated or where the employee occupies Crown-held or employee-owned accommodation, the storage expenses referred to in paragraph 25.15.1(a) shall be limited to:

- (a) a weight limit of:
 - (i) 150 kilograms net (333 lbs) for an unaccompanied employee; or
 - (ii) 225 net (500 lbs) for an accompanied employee; and/or
- (b) expenses incurred on or after the first day of the employee's leave of absence.

25.15.4 Pursuant to subsection 25.15.3, the deputy head shall authorize payment of expenses in respect of:

- (a) an absence of eight days or more from a post where, in the opinion of the deputy head, the risk of burglary or unlawful entry into unoccupied accommodation significantly exceeds that of Ottawa/Gatineau; and
- (b) where, in the opinion of the deputy head the risk of burglary or unlawful entry into unoccupied living accommodation is not significantly higher than in Ottawa/Gatineau, an absence from the post of:
 - (i) 19 days or more on vacation leave in respect of which FSD 50 – Post Travel Assistance has been paid; or
 - (ii) 25 days or more for any other reason.

25.15.5 An employee who is absent from the post on authorized leave with pay and whose leave is terminated with the approval of the deputy head is covered under subsection 15.13.1 of FSD 15 – Relocation.

25.15.6 Where, in exceptional circumstances, the employee cannot make alternative personal arrangements for the safe storage of an automobile, deputy head discretion may be exercised to make provision for such safe storage or authorize payment of the expenses incurred by the employee in providing such storage.

25.16 Accommodation Deficiency Adjustment

25.16.1 Where an employee is required to occupy Crown-held accommodation which has unacceptable deficiencies having regard to the employee's annual rate of pay and family configuration, as determined by the Deputy Minister of Foreign Affairs, the employee shall be entitled to an accommodation deficiency adjustment. This is determined as a percentage reduction to the applicable shelter cost to recognize the impact of the deficiency on the liveability of the accommodation, and is reflected in the employee's monthly Foreign Service Allowance Statement. The deficiency adjustment shall be determined in accordance with the methodology agreed to by the NJC FSD Committee and outlined in Appendix D of this directive.

25.16.2 Where in the same month, an employee is entitled to a shelter waiver under the provisions of FSD 18 – Special Family Separation Assistance or FSD 16 – Assistance for a Principal Residence, and an accommodation deficiency adjustment under the provisions of subsection 25.16.1, the maximum of the accommodation deficiency adjustment is the difference between the unadjusted shelter cost and the applicable shelter waiver. Where a 100% shelter waiver applies, the provisions of subsection 25.16.1 shall not apply.

25.17 Local Move

25.17.1 The deputy head may authorize payment of expenses when an employee is compelled to change permanent accommodation at post because of operational requirements or for reasons which are acceptable to the deputy head that are beyond the employee's control and not normally encountered at the headquarters city.

25.17.2 A local move having to do with a dependant designated after the arrival of the employee at the post is not a reason considered beyond the employee's control for the purposes of this section.

25.17.3 The expenses which may be paid are:

- (a) the expenses listed in subsection 25.9.3;
- (b) packing, transporting and unpacking of furniture and effects in accordance with sections 15.13 to 15.17 of FSD 15 – Relocation;
- (c) disconnection and connection of public utility services, including telephone, electricity, water, cable and internet; and
- (d) actual and reasonable expenses for accommodation and meals as determined by the deputy head.

Appendix A - Employee Shelter Cost - Section 25.10

Effective Date: April 1, 2025

This table reflects the monthly shelter cost in Canadian dollars effective on April 1st, 2025.

Salary Group			Number of persons in household				
			1 in household	2 in household	3 in household	4 in household	5 or more in household
38,000	-	39,999	891	996	1,058	1,101	1,133
40,000	-	41,999	916	1,022	1,083	1,126	1,162
42,000	-	43,999	942	1,049	1,109	1,153	1,187
44,000	-	45,999	967	1,073	1,133	1,177	1,212

Salary Group			Number of persons in household				
			1 in household	2 in household	3 in household	4 in household	5 or more in household
46,000	-	47,999	991	1,096	1,158	1,201	1,235
48,000	-	49,999	1,013	1,118	1,179	1,222	1,258
50,000	-	54,999	1,051	1,156	1,216	1,261	1,295
55,000	-	59,999	1,100	1,204	1,265	1,309	1,344
60,000	-	64,999	1,145	1,249	1,310	1,354	1,387
65,000	-	69,999	1,185	1,290	1,352	1,395	1,429
70,000	-	74,999	1,223	1,329	1,389	1,434	1,468
75,000	-	79,999	1,260	1,364	1,427	1,470	1,505
80,000	-	89,999	1,308	1,416	1,475	1,519	1,554
90,000	-	99,999	1,369	1,474	1,536	1,580	1,613
100,000	-	109,999	1,424	1,527	1,589	1,633	1,668
110,000	-	119,999	1,471	1,577	1,638	1,682	1,717
120,000	-	129,999	1,517	1,623	1,683	1,727	1,761
130,000	-	139,999	1,558	1,664	1,725	1,768	1,803
140,000	-	149,999	1,597	1,704	1,763	1,807	1,841
150,000	&	over	1,633	1,736	1,800	1,843	1,878

Notes:

- (1) Notwithstanding the provisions of Section 107 of the *Federal Public Sector Labour Relations Act*, revisions to this appendix shall not constitute a change in terms and conditions of employment for employees subject to the Foreign Service Directives.
- (2) This appendix shall be adjusted in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

Appendix B - Calculation of Actual Rent or Shelter Cost for a Partial Month – Section 25.12

The calculation of actual rent or shelter cost for a period of less than one complete calendar month shall be calculated as follows:

$$\begin{array}{c} \text{Monthly Actual Rent (or Monthly Shelter Cost)} \\ \times \\ \text{Number of applicable calendar days} \\ \hline \text{Total calendar days in month} \end{array}$$

Appendix C - Calculation of Recovery of Advance – Privately Leased Accommodation – Paragraph 25.4.2(b)

Where the advance has been provided in consideration of tenancy, the amount of such advance shall be recovered by monthly deductions from the employee's actual rent at a rate not less than the rate computed as follows:

$$\begin{array}{c} \text{Amount of advance granted} \\ \hline \text{Total months in lease} \end{array}$$

Appendix D – Accommodation Deficiency Adjustments - Crown-Held Accommodation – Section 25.16

- (1) In accordance with FSD 25 – Shelter, the employer undertakes, wherever possible and practicable, to provide each employee at a post with accommodation which is generally comparable to average fully-serviced rental accommodation normally occupied by a person of similar annual salary and family configuration in the Ottawa/Gatineau area.
- (2) In administering accommodation, it is recognized that Ottawa/Gatineau housing standards and related living conditions cannot be wholly duplicated anywhere in the world, let alone at all posts and in each staff quarter. Furthermore, there will always be some Crown-held staff quarters at some posts which are considered not suitable in accordance with paragraph 6 of this appendix. Where the liveableness of such Crown-held accommodation is significantly reduced, provision exists under section 25.16 for a deficiency adjustment. Unless special arrangements are in place with employing departments, where staff accommodation is provided by the Department of Foreign Affairs, Trade and

Development, it is that department which administers accommodation deficiency adjustments.

- (3) In order to determine a standard for average comparability, the employer is guided by the criteria contained in this appendix. These criteria, together with local conditions and lifestyles, are a benchmark for determining the overall suitability of a given staff quarter. Factors such as size and layout, mechanical systems, recreation space and parking are objective and quantifiable; others are subjective and much less easily measured. Moreover, many of these factors are only of limited importance to the overall liveableness, for example, landscaping and exterior appearance of the building. Good judgment must be exercised in determining whether any deficiency which is considered to exist renders the accommodation below the Ottawa/Gatineau "standard" and, if so, to what extent liveableness is reduced. It is important to note that elements which may be more than fully satisfactory (for example, larger than normal rooms, swimming pool) must be considered as well and will therefore have a bearing on determining the impact of any apparent deficiency.
- (4) Deficiencies may arise for any number of reasons taking into account both the nature of the accommodation and the personal circumstances of its occupant(s). In some cases, an adjustment for deficiencies in a particular unit could apply to all successive tenants. Without limiting the generality of the foregoing, the following situations may arise from time to time:
- (a) **Underhousing:** A deficiency adjustment could be considered where an employee is underhoused relative to household size. This may occur even where overall living conditions are generally comparable but it may not be practical or economical to provide alternative accommodation.
 - (b) **Lack of routine repair and maintenance:** It is the deputy head's responsibility to ensure that corrective action is carried out quickly and effectively in relation to Crown-held staff quarters; however, a reasonable amount of time must be allowed to effect required repairs or maintenance. A response time of three months is considered comparable to that which an average landlord in Ottawa/Gatineau would provide to rectify deficiencies of a non-emergency nature. Therefore, where a deficiency is not corrected within three months of being reported, an application for deficiency adjustment will be entertained, and, if approved, would be made retroactive to the date the deficiency was reported and would be granted until such time as the deficiency was corrected. Where a major appliance is absent or

is not in working order, the corrective action will be carried out as quickly as possible, recognizing the impact of not having the major appliance.

- (c) **Exceptional repairs:** where most of the staff quarter remains liveable. For example, an electrical fire may render one room and part of the hallway unusable but there is no compelling reason for the employee and dependants to vacate the staff quarters while repairs are being undertaken.
- (d) **Local factors:** As the Post Differential Allowance (PDA) recognizes undesirable conditions which affect everyone, employees may already be receiving compensation for deficiencies related to environment and local conditions. However, where one or several factors recognized under the PDA result in the condition of one staff quarter being markedly worse than other Crown-held accommodation at the post, an application for a deficiency adjustment may be considered.

- (5) It should be noted that deficiencies related to furniture and furnishings will not normally be taken into consideration, and that program-related hospitality and accommodation requirements are not factors in comparability with the Ottawa/Gatineau base; neither has been considered in the methodology for the determination of employee shelter costs. Nevertheless, the Occupancy Agreement clearly identifies the responsibility of the employer for the provision, repair and replacement of furniture and furnishings. It is the employee's responsibility to inform the deputy head of serious omissions and/or deficiencies in the condition of these items. Immediate attention shall be given to those deficiencies which seriously affect the liveability and use of the premises. Where corrective action is not taken within a reasonable period of time, or is unsatisfactory, the employee may file a grievance for consideration under the NJC Redress Procedure.
- (6) The following factors are to be considered in assessing overall suitability of Crown-held staff accommodation and accommodation deficiencies.

- (a) **Size and Layout** - The number of bedrooms should correspond, in general, to the accommodation space targets/guidelines in subsection 25.1.2.

- (i) Adequacy of layout does not include consideration of official hospitality which may be conducted in the staff quarters. The overall room arrangement must be compared to the family size, and where a deficiency is noted by the occupant, objective judgment of its impact

on liveableness will be made by the deputy head and recorded on the application form.

(ii) Accommodations for positions having representational functions, and supported by hospitality logs, can be approved by Head of Mission, allowing for a suitably sized dining room. Quality of life considerations such as outdoor recreational spaces (i.e., parks for children) will be considered when acquiring staff accommodation and additional bedrooms for larger household sizes.

(iii) Adequacy of size or layout of individual rooms within an accommodation will also be considered. Where such a deficiency is noted, full details, including photographs and/or a sketch if applicable, should be included with the application form.

(b) **Mechanical Systems** - This heading covers heating, cooling, plumbing, wiring and associated equipment within the dwelling, but does not include the supply of utilities to the property. Heating equipment should be capable of maintaining a temperature of 22°C throughout those portions of the dwelling normally required as habitable space. Cooling equipment should be capable of maintaining temperatures in accordance with the "humidex" criteria in designated zones as specified in the Foreign Affairs' Manual of Materiel Management (MMD 2 – Annex A). Plumbing and wiring equipment and fixtures should provide a degree of convenience, usefulness and safety comparable to that found in Ottawa/Gatineau, taking into consideration local conditions and lifestyles.

(c) **Recreation Areas** - In the context of housing, recreation areas are of two types: (a) play space for small children which should be in, or close to, the dwelling; and (b) parks, playgrounds, etc., for older children and adults which should be within a reasonable distance. Recreation areas will vary widely according to local conditions and lifestyles with respect to location, form and amenities, but should be free of hazards such as traffic and should have personal security commensurate with the level for the post. The necessity for children's play space in conjunction with a staff quarter is not a continuous requirement but will vary according to family configuration.

(d) **Parking** - Each staff quarter should have a parking space for one car, to be available as required, on the property or within reasonable walking distance.

(e) **Other** - This heading includes access, appearance, condition, landscaping, local facilities, noise, pollution, safety, security, traffic, utilities and utilization. The manner in which most of these elements affect accommodation is self-evident, however, the following will clarify application under these Guidelines.

- (i) **Access** - Access refers to walks, drives, gates, corridors, elevators, etc., through which one must pass to reach the accommodation. Passage should be convenient and safe over and through these areas. If there are common areas in a multiple dwelling such as stairs, landings or hallways, they should be well lighted, well maintained and free of refuse or hazards such as material stored in the passage space.
- (ii) **Appearance** - The property associated with the premises, including the building exterior, adjacent land forming part of the property and areas used in common with other residents should be adequately maintained, sanitary and free of litter.
- (iii) **Condition** - Interior of premises should be adequately maintained and in good condition.
- (iv) **Landscaping** - Basic landscaping and grounds improvement relative to the neighbourhood.
- (v) **Location** - Distance of accommodation from office, schools, shopping, recreation and parks: the accommodation should, under normal driving conditions and time of travel, be within one hour commuting time by public transportation or 45 minutes by car from the workplace, and within an eight-kilometre radius of appropriate municipal schools, recreation areas and shopping.
- (vi) **Noise** - The noise level of the immediate neighbourhood should not unduly interfere with normal occupancy of the premises, taking into consideration local conditions and lifestyles. (It should be kept in mind that provision is made in FSD 58 – Post Differential Allowance at some posts for factors such as noise that affect everyone at the post.)
- (vii) **Pollution** - Air, water and ground pollution in the vicinity of the accommodation should not substantially exceed local average. (It should be kept in mind that provision is made in FSD 58 – Post Differential Allowance at some posts for factors such as pollution that affect everyone at the post.)

- (viii) **Safety** - Structural integrity of the premises and emergency facilities should be sufficient to protect the tenant from normal physical, environmental or natural hazards, taking into account local residential building ordinances.
 - (ix) **Security** - Physical security of the premises: sufficient protection to prevent casual entry by intruders. Where accommodation is provided by the Department of Foreign Affairs, Trade and Development, additional personal security will be provided in accordance with that department's policy for staff protection at the post.
 - (x) **Traffic** - Traffic density on the front, back and side streets to be reasonable for the type and location of the accommodation.
 - (xi) **Utilities** - Utilities refers to the availability to the accommodation of electric power, water and sewer services. Since it is not possible to ensure that these services are provided without interruption, posts which encounter long and frequent periods of failure should ensure staff quarters are provided with facilities to carry over during such emergencies.
 - (xii) **Utilization** - Use of the associated property to be compatible with residential tenancy, taking into consideration local conditions and lifestyles.
- (7) Except where an adjustment has been approved for all successive tenants, the employee is responsible for the first step in the process, that is, completion of an application for an accommodation deficiency adjustment. Aspects of the accommodation which are comparable to or better than the average Ottawa/Gatineau accommodation must also be noted.
- (8) On receipt of a signed application form, the Head of Mission or a delegated committee is to comment on each deficiency identified by the employee and indicate the estimated time and cost where it is possible to correct the deficiency. The Head of Mission or a delegated committee will also make an assessment of the degree of reduced liveableness, taking into consideration the aspects wherein the accommodation is better than comparable to the Ottawa/Gatineau standard. Based on the overall assessment, the Head of Mission will approve or decline the application for a deficiency adjustment.
- (9) In the event of a dispute, the mission will refer the application to the Department of Foreign Affairs, Trade and Development Committee on Accommodation

Deficiencies (COAD). The COAD will review the particulars and convey its decision to the Head of Mission.

(10) Where a deficiency adjustment is approved, it will normally be granted in steps of 10%, 20% or 30%, reflecting a low, moderate or high degree of reduced liveableness of the accommodation. In view of the accommodation policy which is based on average accommodation, there will be no adjustments below 10%, notwithstanding that minor deficiencies may exist. In exceptional circumstances, a deficiency adjustment in excess of 30% will be considered by the COAD. This would apply to situations such as:

- (a) where suitable alternative permanent accommodation is not available and correction of the deficiencies is outside the control of the employer; or
- (b) where the employee is agreeable to remaining in the accommodation, notwithstanding the seriousness of the deficiency, and essential improvements and/or repairs can be made within a reasonable period of time.

(11) The Head of Mission or a delegated committee will review the validity of existing deficiency adjustments at the post on April 1st and October 1st of each year, at a minimum, and will make a report of the review to the Deputy Minister of Foreign Affairs at these times.

FSD 30 - Post Transportation and Related Expenses

Introduction

The employer recognizes that in certain locations outside Canada there are circumstances which relate to personal transportation and expenses associated with personal transportation which are significantly different to situations normally experienced by employees serving in Canada. It is recognized that access to personal transportation not only contributes to the effective performance of an employee's duties but reflects the employee's standard of living in Canada. Local restrictions may limit the availability of private motor vehicles or impose significant extra costs on employees. Consequently, the employer is prepared to make various specific types of assistance available to an employee to assist with personal transportation requirements and costs as outlined in this directive for: Crown-provided vehicle, road taxes and licensing fees, parking expenses, commuting assistance and education transportation.

Definitions

Note: *These definitions only apply to this directive.*

Adequate public transportation (*transport en commun satisfaisant*) means public transportation between a suitable residential location and the workplace, which, in the opinion of the deputy head:

- (a) is not unsatisfactory due to security or other factors; and
- (b) is suitably scheduled to coincide with the time of commencement and ending of an employee's work schedule.

Commuting assistance (*aide au transport quotidien*) means the actual commuting costs minus the commuting share.

Commuting cost (*frais de transport quotidien*) means an employee's commuting costs by the most economical means of transport for a daily return journey between the employee's residence and workplace determined in accordance with subsection 30.4.2 for the period during which commuting assistance is being claimed.

Commuting share (*quote-part des frais de transport quotidien*) is the amount payable by the employee where assistance is provided under this directive for the lesser of:

- (a) an OC Transpo adult regular monthly pass for each calendar month in which commuting assistance is being claimed; or
- (b) the OC Transpo lowest available adult fare for a round trip multiplied by the number of days for which commuting assistance is being claimed.

Suitable residential location (*lieu de résidence convenable*) means a location at which, in the opinion of the deputy head, employees could reside, taking account of such factors as: availability of residential accommodation, educational facilities where required, environmental conditions - such as security, etc., official hospitality requirements, and availability of adequate public transportation.

Directive

30.1 Crown-Provided Vehicle

30.1.1 Where the deputy head has determined that an employee at a specified post is not entitled to the provisions of section 15.18 of FSD 15 – Relocation because the host country has embargoes or prohibitive import duties or disposal requirements applicable to an employee's private motor vehicle (PMV), or vehicle shipment costs are

excessive, the provision of a Crown-provided vehicle or alternative transportation, as determined by the deputy head to be the most economical, may be authorized for the use of an employee while assigned to the post, provided the employee fulfills the conditions specified in subsection 30.1.2.

30.1.2 An employee who accepts a Crown-provided vehicle or alternative transportation for personal use shall:

- (a) agree to be responsible for operating expenses (oil, fuel/gasoline, parking, tolls, etc.) and shall pay the fixed rate as specified in Appendix A until such time as the methodology is reviewed and the fixed rate revised by the NJC FSD Committee;
- (b) agree to return such vehicle in the condition in which it was received, subject to allowance for normal usage;
- (c) ensure that the vehicle is driven only by qualified and licensed drivers in accordance with local law;
- (d) be responsible for ensuring that the vehicle is submitted for inspection and maintenance in accordance with instructions prescribed by the deputy head;
- (e) agree to pay the cost of any necessary repairs that are, in the opinion of the deputy head, due to fault or negligence on the employee's part;
- (f) agree to pay the first \$100 in repair costs when the vehicle is damaged in a collision and the driver of the Crown-provided vehicle is the responsible party; and
- (g) agree to pay the first \$25 in repair costs when the vehicle suffers damage that would be insurable under a comprehensive automobile insurance policy in Canada.

30.1.3 Where the deputy head has authorized the provision of a Crown-provided vehicle to an employee, payment shall be authorized for:

- (a) expenses incurred by the employee for normal maintenance of the vehicle, other than those which are payable pursuant to paragraph 31.1.2(a);
- (b) the costs of inspections, major overhaul or those repairs which are not payable by the employee pursuant to paragraph 30.1.2(e); and
- (c) damage to the vehicle which is not payable by the employee pursuant to paragraphs 30.1.2(f) and (g).

30.1.4 Subsections 30.1.1 to 30.1.3 of this directive shall apply to one employee only of an employee-couple who are assigned to the same post, unless the deputy head determines that application to each employee is justified by program requirements.

30.1.5 The provisions of subsection 30.1.1 may be extended to an employee whose private motor vehicle is being shipped to or from the post under section 15.18 of FSD 15 – Relocation. This discretion would normally be exercised for posts where local transportation is absent or inadequate.

30.1.6 While subsection 30.1.1 uses the singular form, it does not preclude an employee from renting a second Crown-provided vehicle, subject to availability and other employees' requirement for a primary vehicle.

30.1.7 The provisions of subsection 30.1.1 are not an entitlement. It is at the discretion of the deputy head and conditional on the availability of Crown-provided vehicles at a post.

30.1.8 Where an employee is provided with a Crown-provided vehicle under the provisions of subsection 30.1.1, commuting assistance may be claimed in accordance with section 30.4 or subsections 30.5.3 or 30.6.2.

30.2 Road Taxes and Licensing Fees

30.2.1 At locations outside Canada an employee may be subject to annual motor vehicle registration fees and/or road taxes which exceed those rates payable in the province of Ontario. When supported by appropriate receipts or documentation showing such payment, an employee shall be reimbursed the difference between the annual fees paid and that which would be payable in the province of Ontario except that such fees and/or road taxes shall be limited to the annual registration fees and/or road taxes paid in respect of one PMV (which includes a motorcycle where this is the primary method of transportation).

30.2.2 At locations outside Canada an employee may be subject to compulsory technical control inspection fees which exceed the requirements, rates and/or frequency in the province of Ontario. When supported by appropriate receipts or documentation, an employee shall be reimbursed the difference between the compulsory technical control inspection fees paid and that which would be payable in the province of Ontario except that such fees shall be limited to the fees paid in respect of one PMV (which includes a motorcycle where this is the primary method of transportation).

30.2.3 This section shall apply to one employee only of an employee-couple who are assigned to the same post, unless the deputy head determines that application to each such employee is justified by program requirements.

30.3 Parking Expenses

30.3.1 The deputy head shall authorize the payment of actual and reasonable expenses of parking facilities at the employee's place of work at no cost to the employee, where, in the opinion of the deputy head:

- (a) the employee has duties, responsibilities, rank or position which make the payment of such expenses necessary; or
- (b) public transportation at the post is not available or is not satisfactory by Canadian standards and employees must regularly use their PMV for transportation to work.

30.3.2 This section shall apply to one employee only of an employee-couple who are assigned to the same post, unless the deputy head determines that application to each such employee is justified by program requirements.

30.4 Commuting Assistance – General

30.4.1 In determining whether commuting assistance is warranted, it should be borne in mind that the basic government policy on commuting is that, under normal circumstances, employees are expected to report for work at their own expense. Assistance is available where excess commuting costs result from an employee's allocation to Crown-held accommodation or to privately-leased accommodation in a location approved by management, in accordance with the definitions outlined in this directive and sections 30.4 to 30.6.

30.4.2 An employee may claim commuting assistance in accordance with sections 30.5 and 30.6 with respect to a given calendar month, where the commuting share is less than the commuting cost.

30.4.3 Absence from work may affect commuting assistance. For example, an employee who has been authorized to use a PMV for commuting purposes may not claim commuting assistance during such absence from work, whereas an employee who has purchased an annual ticket/pass would continue to receive normal commuting assistance. Employees shall not be compensated for commuting costs which could have been avoided.

30.5 Commuting Assistance - Location of Residential Accommodation - Employer Choice

30.5.1 Where adequate public transportation exists, a claim may be made for the cost of public transportation between the employee's workplace and residence which exceeds the commuting share for that portion of the cheapest available ticket (weekly, monthly, quarterly, annually) that pertains to the calendar month for which commuting assistance is being claimed, regardless of the method of transportation actually used by the employee.

30.5.2 Where adequate public transportation does not exist, and transportation is provided by the Crown, no other form of assistance should normally be applied; where such service is used, the employee shall pay a commuting share; for purposes of this section only, the commuting share shall be as determined by the deputy head, having regard to local conditions and the service provided and may be less than the commuting share.

30.5.3 Where adequate public transportation does not exist, and where the authorized use of a PMV is the most economical form of commuting that is practicable, a claim may be made for commuting assistance for the shortest return distance between the employee's workplace and residence which exceeds the commuting share, on the basis of the lower kilometric/mileage rate as defined in FSD 2 – Definitions, plus applicable tolls for the number of days commuting which actually took place in a given calendar month.

30.6 Commuting Assistance - Location of Residential Accommodation – Employee Choice

30.6.1 Where adequate public transportation exists, a claim may be made for the lesser of public transportation costs:

- (a) between the employee's place of work and residence; or
- (b) between the employee's place of work and the distance to the outer limits of the furthest suitable residential location at the time the accommodation was acquired, for that portion of the cheapest available ticket (weekly, monthly, quarterly, annually) which exceeds the commuting share and pertains to the calendar month for which commuting assistance is being claimed, regardless of the method of transportation actually used by the employee.

30.6.2 Where adequate public transportation does not exist, a claim may be made for commuting assistance as in subsections 30.5.2 and 30.5.3, except that, where the use of a PMV is authorized, the lesser of the shortest return distance:

- (a) between the employee's place of work and residence; or
- (b) between the employee's place of work and the distance to the outer limits of the furthest suitable residential location at the time the accommodation was acquired, shall be used.

30.7 Education Transportation

30.7.1 Where an employee serving at a post is in receipt of an education allowance pursuant to FSD 34 - Education Allowances in respect of a dependent child residing at the post or where a dependent child attends a non-fee paying school which provides compatible education as defined in FSD 34 – Education Allowances and school transportation is not provided by the school or incorporated in the school fees, assistance may be extended to that employee for the transportation of a dependent child to and from school by the most economical and practical method. This directive also applies for the education transportation of a dependent child with disabilities who needs accessible transportation.

30.7.2 The expenses that may be approved for each trip, subject to 30.7.3, include the actual cost of commercial transportation, transportation by Crown-provided vehicle, and/or transportation by PMV. Where necessary, the transportation expenses of a person to accompany the child due to local circumstances such as distance, the availability of public transportation and safety may be approved, including round trips as applicable. It is expected that pooled facilities will be used wherever practical in the circumstances.

30.7.3 Normally, local transportation is provided for one return trip each school day between the student's place of residence and place of education. In special situations, local transportation expenses for more than one return trip each school day may be authorized. Special situations would include situations where:

- (a) the child is not permitted to remain in school during the mid-day break;
- (b) supervision is not provided during the mid-day break; or
- (c) instruction is scheduled to provide a mid-day break in which children are expected to return home.

30.7.4 Where the use of a PMV has been authorized under subsection 30.7.1, assistance shall be based on the lower kilometric/mileage rate, as defined in FSD 2 – Definitions. Where a dependent student drives a PMV to and from a place of education, assistance shall also include reimbursement of actual and reasonable daily parking charges at or near the educational institution but shall not include parking charges incurred when transporting children to and from school.

30.7.5 Where school-provided transport is available and an employee chooses to use a PMV to transport a child to school, the maximum amount of assistance which may be claimed shall not exceed the cost of school-provided transport, unless there are exceptional or extenuating circumstances which justify assistance in accordance with subsection 30.7.4.

Appendix A – Fixed Rates for Crown-Provided Vehicle

Effective Date: April 1, 2025

This table reflects the amounts in Canadian dollars which an employee who is subject to the provisions of section 30.1 – Crown-Provided Vehicle must pay:

\$4,332 per year
\$361 per month
\$18 per day

Note: The dollar amounts shall be adjusted in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

Part V - Education and related care of dependant children

FSD 32 - Daycare Assistance

Scope

Introduction

In recognition of the high costs of daycare at many posts, for which the Post Living Allowance does not provide compensation, this directive provides an allowance to

assist single or working parents with the costs of enrolling children in accredited daycare or day-nursery institutions, which are in excess of costs for similar facilities in Ottawa. (For the purposes of this directive, the terms daycare and day-nursery are synonymous.)

Directive

32.1 Application

32.1.1 This directive provides assistance to employees at posts who are single parents or whose spouse or common-law partner at post is working full days or half days. Assistance is provided for:

- (a) infants (less than 18 months) enrolled in accredited daycare programs exceeding the cost as outlined in Appendix A (the employee share), in accordance with section 32.3;
- (b) toddlers (18 months to less than 2½ years) enrolled in accredited daycare programs exceeding the cost as outlined in Appendix A (the employee share), in accordance with section 32.3;
- (c) preschool-aged children (2½ years and over) enrolled in accredited daycare programs exceeding the cost as outlined in Appendix A (the employee share), in accordance with section 32.3; and
- (d) preschool-aged children (2½ years and over) enrolled in an educational institution, such as a lycée outside Canada, exceeding the cost as outlined in Appendix A (the employee share), in accordance with section 32.3.

32.1.2 Assistance terminates when the child reaches the age for full-time enrolment in school.

32.1.3 Employees who qualify for daycare support under section 32.3 may receive a prorated allowance based on the number of half-day periods the child is enrolled in any given month. Half-day periods correspond to morning or afternoon periods on workdays. The full monthly employee share reflects the total number of half-day periods within that given month.

32.1.4 Where employees use less than the total number of half-day periods within the given month, both the employee share and post ceiling will be prorated based on the number of periods per month the child attends as specified in Appendix B.

32.1.5 Employees who qualify for daycare support under subsection 32.1.1 may claim an allowance to compensate for daycare costs in excess of average costs in Ottawa (the employee share) where:

- (a) the daycare institution is a locally-accredited institution with its own facilities, staffed by recognized professionals;
- (b) the mission certifies that the selected institution is of an acceptable standard; and
- (c) except as provided under paragraph 32.1.1(d), no assistance is provided where an education allowance is payable under FSD 34 – Education Allowances.

32.1.6 Where both parents are working but one is working from home, a daycare allowance will be authorized upon certification satisfactory to the deputy head that the parent working from home is engaged in work that precludes providing care for the daycare aged dependant(s), for at least as long as the daycare period (i.e. half day or full day), and that there are no other caregivers in the home.

32.1.7 No assistance is provided in cases where nannies or live-in caregivers are used.

32.1.8 When there is no space in a licensed daycare centre, the employee has the option of sending their child outside the home, to a licensed private-home daycare.

32.2 Daycare Ceiling

32.2.1 Where institutional daycare is available at a post, and where employees qualify for daycare support, missions will set a representative daycare ceiling on April 1st of each year, to reflect the average cost of accredited daycare facilities, typical of those used by Canadian parents at the post.

32.3 Daycare Allowance

32.3.1 Employees who qualify for daycare support under subsection 32.1.1, with children enrolled in daycare programs, may claim a monthly allowance for each child equivalent to the lesser of:

- (a) the actual monthly cost of the program; or
- (b) the post representative daycare ceiling; or
- (c) a maximum amount as specified in Appendix A of this directive for infants, toddlers or preschool aged children, in accordance with subsection 32.1.1(d); Appendix A shall be adjusted annually on April 1st in accordance with the

methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

32.3.2 The corresponding employee share for infants, toddlers or preschool-aged children, as applicable, in accordance with Appendix A, which represents the average annual daycare at institutions in Ottawa, will be subtracted from the daycare allowance. Appendix A shall be adjusted annually on April 1st in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

32.3.3 Employees are required to submit evidence that the child was enrolled at daycare. If this is not the case, employees will be required to refund an amount of the allowance in proportion to the period the child was not enrolled.

32.3.4 In exceptional circumstances, proposals for assistance in excess of the prescribed amounts for daycare may be considered by the Deputy Minister of Foreign Affairs on the recommendation of the appropriate foreign service interdepartmental coordinating committee.

32.3.5 The costs of dependant care in the employee's home, after school dependant care, or babysitting, transportation to and from the daycare, and non-refundable application fees are not eligible for assistance.

32.3.6 To guarantee a space within a daycare, the cost of up to \$250 will be reimbursed to the employee upon presentation of a receipt for a non-refundable registration fee once per calendar year per child.

Appendix A - Monthly Daycare Employee Shares and Ceilings

Effective Date: April 1, 2025

Monthly Daycare Employee Share	
Infants (0 to less than 18 months)	\$476.67
Toddlers (18 months to less than 2.5 years)	\$476.67
Preschool-aged children (2.5 years and older)	\$476.67

Monthly Daycare Ceiling	
Infants (0 to less than 18 months)	\$5,693.50
Toddlers (18 months to less than 2.5 years)	\$5,033.95
Preschool-aged children (2.5 years and older)	\$3,687.15

Note: The dollar amounts shall be adjusted annually on April 1st in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

Appendix B - Daycare Allowance – Pro-Rating Monthly Employee Shares and Ceilings – A Step by Step Guide

Effective Date: April 1, 2025

Where employees use less than the total number of half-day periods within the given month, both the employee share and monthly daycare ceiling will be prorated based on the number of periods the child attends, in a given month.

Formula for Calculating Allowances

- (1) Determine total number of periods in the given month.
- (2) Determine the number of periods used in the month.
- (3) Divide the number of periods used in a given month by the total number of periods in that same month.
- (4) Take the result (percentage) and apply it to the monthly daycare ceiling.
- (5) Apply the same percentage to the employee share.
- (6) The daycare allowance corresponds to the difference between the prorated employee share and the amount paid by the employee or the prorated monthly ceiling, whichever is the lesser.

Example - Daycare Allowance - Pro-Rating Reference

Example 1 - Where the amount claimed does not exceed the prorated post ceiling.

In the month of June 2018, an employee sends their toddler to daycare Monday mornings, all-day on Tuesdays, and for the afternoon on Wednesdays.

Data

- Total number of periods in June 2018, at post, is 42
- Number of periods used is 16
- Actual cost of daycare paid by employee for June (hypothetical): \$1,200
- Employee share is \$1,436 per month for toddlers (based on 2018 daycare rates as specified in FSD 32 Appendix A)
- Post ceiling is \$4,308 (based on 2018 daycare rates as specified in FSD 32 Appendix A)

Total number of periods	42
Number of periods used	16
Prorating of number of periods used to total number of periods	38%
Amount requested by employee	\$1,200
Pro-rated monthly daycare ceiling (38% of the maximum daycare ceiling as indicated in FSD 32 Appendix A)	\$1,637
Pro-rated monthly daycare employee share (38% of the maximum daycare employee share as indicated in FSD 32 Appendix A)	\$546
Daycare Allowance (difference between the amount requested by the employee and the prorated monthly daycare employee share as the amount requested by the employee does not exceed the prorated monthly daycare ceiling)	\$654

Example 2 - Where the amount requested by the employee exceeds the prorated monthly daycare ceiling.

In the month of June 2018, an employee sends their toddler to daycare Monday mornings, all-day on Tuesdays, and for the afternoon on Wednesdays.

Data

- Total number of periods in June 2018, at post, is 42
- Number of periods used is 16
- Actual cost of daycare paid by employee for June (hypothetical): \$1,650
- Employee share is \$1,436 per month for toddlers
- Post ceiling is \$4,308

Total number of periods	42
Number of periods used	16
Prorating of number of periods used to total number of periods	38%
Amount requested by employee	\$1,650
Pro-rated monthly daycare ceiling (38% of the maximum daycare ceiling as indicated in FSD 32 Appendix A)	\$1,637
Pro-rated monthly daycare employee share (38% of the maximum daycare employee share as indicated in FSD 32 Appendix A)	\$546
Daycare Allowance (difference between the prorated monthly daycare ceiling and the prorated monthly daycare employee share as the amount requested by the employee exceeds the prorated monthly daycare ceiling)	\$1,091

FSD 33 - Education Assistance at a Lycée in Canada

Scope

Introduction

Recognizing that the availability of French language education while serving outside Canada is often limited to the French National curriculum and that this curriculum is unique and requires continuity throughout a child's schooling in order to obtain French language education abroad, the intent of this directive is to provide financial assistance to career foreign service employees while serving in Canada in enrolling their dependent children in a lycée in Canada.

Directive

33.1 Application

33.1.1 The provisions of this directive apply to career foreign service employees who:

- (a) have chosen to have their child educated in the French National curriculum;
- (b) have demonstrated to the deputy head their intent to accept an assignment abroad during their child's elementary and secondary education years; and
- (c) have demonstrated to the deputy head their intent to register their child in a French language school when they are on assignment abroad.

33.1.2 Subject to subsection 33.1.1, the deputy head may authorize payment of the cost of tuition, prescribed textbooks and school supplies as determined under the provisions of the definitions of FSD 34 – Education Allowances incurred at a lycée in Canada in respect of children who:

- (a) were registered in the French lycée system during the previous assignment of the employee abroad;
- (b) commence kindergarten in the lycée system during the assignment of an employee in Canada following an assignment abroad; or
- (c) are enrolled in a lycée in Canada prior to an employee being offered an initial assignment abroad.

33.1.3 With respect to subsection 33.1.2, a child must qualify for assistance in accordance with the provisions of paragraph 34.1.1(a) of FSD 34 – Education Allowances, that is, the child must be aged three years and eight months as of September 1st of the school year.

33.1.4 Only one employee of an employee-couple may claim under this directive. The limitations as specified in section 33.2 apply to the child. Where there is a need to change the employee who is claiming under this directive, the time accrued towards the limitations are transferred to the other employee and the limitations continue to apply to the child.

33.2 Duration

33.2.1 Payment authorized in accordance with subsection 33.1.2 shall normally be limited to a period of a maximum of six years immediately following the employee's assignment to Canada from abroad or the date on which the employee commences rotational employment, whichever is most recent.

33.2.2 The deputy head may consider on an individual basis one exception to the limitation prescribed in subsection 33.2.1 of one assignment in Canada due to operational requirements or extenuating circumstances beyond the employee's control. The discretion extends to situations where an employee is assigned to or from Canada during the academic year. The use of the discretion would not normally apply where the child will complete the schooling during or at the end of this additional assignment.

33.2.3 Notwithstanding the provisions of subsections 33.2.1 and 33.2.2, the appropriate foreign service interdepartmental coordinating committee may consider additional requests in exceptional circumstances.

FSD 34 - Education Allowances

Scope

Introduction

This directive provides financial assistance to employees serving abroad to ensure that their dependent children obtain elementary and secondary education which approximates Canadian standards, and which enables the child to re-enter the Canadian school system with as little disruption as possible.

An education allowance is provided to employees assigned outside Canada who incur costs necessary to obtain education for dependent children, which would ordinarily be provided/obtained without charge in the public school system in Ontario or equivalent in other provinces. An education allowance will permit a student to complete a year of Junior Kindergarten, a year of kindergarten, eight years of elementary education (six years of elementary in Quebec), and four years of secondary education (five years of secondary plus two years of general pre-university CEGEP I and II in Quebec) up to and including the school year of the 21st birthday.

Postsecondary shelter assistance may be provided up to and including the school year of the 23rd birthday for a student in full-time attendance at a postsecondary educational institution in Canada.

The maximum amounts for the various education allowance provisions are outlined in Appendix A of this directive.

Definitions

Note: *These definitions only apply to this directive.*

Compatible education (*enseignement compatible*) means an education system which provides an educational curriculum and services compatible with those normally provided without charge in schools in Ontario from junior kindergarten to secondary school graduation, taking into consideration:

- (a) the desirability of continuation in the child's educational stream; and
- (b) the educational history and other personal factors pertinent to the child's education.

Education allowance (*indemnité scolaire*) is an allowance for admissible education expenses, provided on an annual basis to employees outside Canada with dependent students/children to obtain compatible schooling that will enable the dependant to continue in the chosen educational stream and will facilitate re-entry into the next higher grade level at a provincial public school system upon return to Canada.

Education expenses (*frais de scolarité*)

Admissible education expenses (*frais de scolarité admissibles*) means actual expenses which are necessary to accomplish the purpose of this directive, in respect of a dependent child/student. These include:

- (a) fees, expenses and charges for courses, instruction, services or programs normally provided free as part of the regular educational program in Ontario or equivalent in other provinces when it is a compulsory condition of re-enrolment to public education in that province, but not provided free of charge at the school attended by the child, such as:
 - (i) tuition fees;
 - (ii) fees for subjects normally on the school curriculum;
 - (iii) non-refundable application fees, including fees at more than one school where the employee has applied to several to ensure the dependent child's/student's registration/acceptance in a school, as appropriate to the circumstances, notwithstanding this may exceed the established ceiling;
 - (iv) non-refundable registration fees at the school that the dependant child/student will attend;
 - (v) entrance fees;
 - (vi) charges, including license fees, for prescribed textbooks;
 - (vii) school/craft supplies as determined by the appropriate foreign service interdepartmental coordinating committee on the basis of practice followed by:
 - Ottawa-Carleton District School Board
 - Ottawa Catholic School Board

- Conseil des écoles catholiques du Centre-Est
- Conseil des écoles publiques de l'Est de l'Ontario

(viii) examination fees, including compulsory fees associated with International Baccalaureate (IB) fees and Advanced Placement (AP) fees which exceed the employee share as established by the appropriate foreign service interdepartmental coordinating committee and specified in Appendix A of this directive and Scholastic Aptitude Tests (SAT) fees where these are required for application by a Canadian postsecondary institution;

(ix) library fees;

(x) laboratory charges; and

(xi) computer user fees;

(b) expenses when paid as a compulsory condition of enrolment, such as:

(i) school building fund fee or similar specialized disbursement for this purpose, subject to the provisions of the *Financial Administration Act*;

(ii) non-resident fee;

(iii) athletic fee;

(iv) identification cards and associated pictures;

(v) school foundation fee;

(vi) medical examination and service fees;

(vii) fees related to the security of the students and/or school, including lunch monitoring;

(viii) fees for mandatory courses, instruction, services, and/or programs which are part of the regular curriculum of the school attended by the child/student;

(ix) mandatory field trips where conditions outlined in subsection 34.1.4 are met;

(x) compulsory mid-day meal service reduced by an amount determined by the appropriate foreign service interdepartmental coordinating committee, which shall be deemed the parent's responsibility;

(xi) accident liability insurance to protect the educational institution; and

(xii) the cost of pre-testing for first entry to a lycée outside Canada;

- (c) local transportation expenses provided by or for the school, such as school bus service, normally for one return school trip each school day between the child's/student's place of residence and place of education;
- (d) fees, expenses and charges for:
 - (i) supplementary courses or programs, or where a structured course or program is not available, private tutoring, undertaken after notification of posting at the old place of duty prior to relocation or at the new place of duty following relocation. Such courses must be recommended by a competent educational authority in order to meet a requirement for a compulsory course and/or to enable the student to meet the appropriate grade level at the school at the new place of duty. Such expenses will only be authorized where the academic deficiency is attributable to foreign service and is not due to the fault or choice of the student and/or employee;
 - (ii) courses and/or private tutoring in subjects not provided by the school attended by the child/student but required on return to Canada by a Canadian provincial education system for secondary graduation;
 - (iii) private tutoring in subjects, except in junior and senior kindergarten, as specified in subsection 34.2.4; and
 - (iv) private tutoring in English or in French, whichever language is not the language of instruction of the school, to provide up to 50 hours of instruction in a school year for a child being educated at the post;
- (e) Roman Catholic education comparable to that provided by the Ontario Ministry of Education; where Roman Catholic education is not available, expenses for Roman Catholic religious instruction may be claimed;
- (f) actual and reasonable expenses for board and lodging, laundering and mending during terms of scheduled instruction where elementary education has been authorized away from the post because schools at the post are not compatible, or for secondary education or equivalent away from the post;
- (g) actual and reasonable commercial storage expenses for a dependent student's personal effects between consecutive school years as specified in section 34.6;
- (h) university and college application fees and academic course evaluation fees which are in excess of those paid by students residing in Ontario, where such costs are incurred while attending the final year of secondary schooling within 12 months of graduation from a secondary level educational institution.

Inadmissible education expenses (*frais de scolarité inadmissibles*) include:

- (a) school pictures;
- (b) sports equipment;
- (c) school magazines;
- (d) refundable deposits including those for textbooks, sports equipment or similar items;
- (e) school uniforms;
- (f) pocket money;
- (g) donations, grants or similar specialized disbursements (except for compulsory school building fund fees) unless authorized by the Deputy Minister of Foreign Affairs, on the recommendation of the appropriate foreign service interdepartmental coordinating committee;
- (h) expenses for private lessons, such as music and dance; and
- (i) purchase or rental of computer equipment.

Postsecondary education (*études postsecondaires*) means an education obtained from universities, community colleges and other related institutions in Canada.

School year (for an education allowance) (*année scolaire [pour une indemnité scolaire]*) is the actual academic year, which is normally September 1 to August 31 in the northern hemisphere and January 1st to December 31st in the southern hemisphere.

Special education (*éducation spéciale*) refers to programs provided by the Ontario Ministry of Education and/or the Ontario Ministry of Community and Social Services.

Directive

34.1 Application

34.1.1 The deputy head, in accordance with this directive, shall authorize the payment of an education allowance to an employee to provide a dependent child/student with an education up to and including the school year of the 21st birthday, which corresponds to:

- (a) junior kindergarten/kindergarten school optional programs, as offered by the Ontario Ministry of Education, for students aged three years eight

months/four years eight months as of September 1st of the school year, or as of January 1st of the school year in the southern hemisphere;

- (b) elementary school programs equivalent to Ontario grades one to eight, or to Quebec grades one to six, as applicable; and
- (c) secondary school programs equivalent to Ontario grades 9 to 12, or to Quebec Secondary I to Secondary V and general pre-university CEGEP I and II, as applicable.

34.1.2 To ensure equivalencies of education between Quebec and Ontario, the provisions of paragraphs 34.1.1(b) and (c) shall be reviewed annually on September 1st, and adjusted as necessary, by the appropriate foreign service interdepartmental coordinating committee.

34.1.3 The deputy head, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, may authorize the payment of admissible education expenses directly to an educational institution on behalf of an employee or group of employees. The employee is obliged to inform the deputy head in writing, immediately on receipt of a bill from a school and/or when a child terminates schooling during the academic year for which an education allowance has been paid. Any advanced funding which may be refunded by the school under such circumstances must be made payable to the Receiver General for Canada. In the event that the school, in error, makes a refund directly to the employee, this must immediately be refunded to the Receiver General.

34.1.4 The deputy head, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, may authorize an allowance for field trips where:

- (a) the field trip is a compulsory component of the regular school curriculum and not a compulsory component of optional or enhanced programming;
- (b) a non-fee-paying option is not available; and
- (c) failure to participate would significantly impact the child's grade or result in failure of the grade as confirmed in a letter from the school principal.

34.1.5 Before authorizing an education allowance, the deputy head, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, shall consider whether a foreign educational facility is compatible for a child. In forming an opinion on the compatibility of a school for a particular child, the

deputy head shall take into account the advice of the senior officer at the mission, the relevant experience of other departments represented at the mission, and the opinion of the employee as to the compatibility of schools at the post, based on the educational history and other personal factors pertinent to the child's education. In particular, the deputy head shall be guided by the objective of providing access for the child of an employee to:

- (a) instruction in the appropriate official language, i.e., English or French, consistent with section 23 of the Minority Language Educational Rights prescribed by the *Canadian Charter of Rights and Freedoms*;
- (b) schooling in a safe, healthy and secure environment;
- (c) a curriculum which is reasonably compatible with the Ontario Ministry of Education curriculum;
- (d) a milieu free of problems arising from racial segregation or hostility to foreigners;
- (e) schooling free from compulsory, incompatible religious instruction;
- (f) Roman Catholic education, comparable to that provided by the Ontario Ministry of Education, which right is confirmed in the Constitution of Canada;
- (g) schooling where there is no lack of confidence in the school staff, or in the prevailing climate of morality among the school's student population; and
- (h) schooling which will enable continuation in the child's educational stream.

34.1.6 Entitlements under this directive are available any time after the date on which an employee is officially notified in writing of an impending posting and continue to be available until the end of the last academic year that commenced while the employee was stationed abroad, subject to the provisions of section 34.8 and to limitations specified in subsection 34.10.1.

34.1.7 Subsection 34.1.6 shall apply to a Head of Mission designate any time after the date of official direction to proceed with posting arrangements.

34.1.8 Notwithstanding any of the other provisions of this directive, an education allowance or related expenses on behalf of a dependent child/student who resides with the employee's spouse or common-law partner who has chosen not to accompany the employee on posting shall not be authorized without the approval of the President of the Treasury Board as requested by the deputy head, on the recommendation of the appropriate foreign service interdepartmental coordinating committee.

34.2 Elementary and Secondary Education at the Post

34.2.1 Where a dependent child is being educated at the elementary or secondary level at a compatible educational facility at the employee's post, an education allowance for admissible education expenses shall be authorized in accordance with this section.

34.2.2 The Deputy Minister of Foreign Affairs, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, shall establish post ceilings to reflect the cost of admissible education expenses at representative schools for each post where non-fee-paying schools are not compatible. The representative schools shall be taken from the roster of compatible schools, as recommended by the mission to the appropriate foreign service interdepartmental coordinating committee. Once schools have been approved as representative for a post, the deputy head may approve an allowance for admissible education expenses at any school on the post roster of compatible schools, up to the post ceiling established for the representative schools.

34.2.3 The deputy head, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, shall establish a supplementary allowance, in addition to the post ceiling, for private tutoring and Roman Catholic instruction, on an individual basis.

34.2.4 The deputy head may, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, establish an education allowance, on an individual basis, for private tutoring in subjects, except in junior and senior kindergarten, where, as a result of a relocation, or when the deputy head is satisfied that a change in school was necessary as the previous school was no longer a safe environment as described in subsection 34.1.5 for a particular child due to circumstances beyond the control of the employee and dependant, the following conditions are met:

- (a) the educational level of the child/student is below that of the class, form or grade which is attended as a result of a change in school, curriculum and/or culture; and
- (b) the tutoring is recommended by a competent educational authority to ensure compatibility of education.

34.2.5 Private tutoring in subjects shall not be authorized where the academic deficiency is not attributable to a relocation, recognizing that parents would be

responsible for private tutoring for their child/student in Canada where an academic deficiency exists.

34.2.6 The deputy head may establish an education allowance, on an individual basis, where the representative school is not compatible for a particular child, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, for those posts where a post ceiling is not adequate for a particular child or has not been established because the representative school is a non-fee-paying school.

34.2.7 Where an employee chooses to home school a child at post, the employee must inform the deputy head on an annual basis. An education allowance will not be approved for home schooling. Where the employee has opted to home school a child and then chooses to register the child at a school at a post during the same or subsequent academic year or in Canada upon return and where the educational level of the child is below that of the class, form or grade, an allowance for private tutoring will not be provided.

34.3 Elementary Education in Canada

34.3.1 Subject to subsections 34.1.8, 34.4.2, 34.4.4, 34.4.5, 34.4.6 and 34.4.7, the deputy head may authorize an education allowance for elementary education in Canada where compatible education at the post is not available for a particular child, or living conditions at the post are unhealthy for that child. The education allowance shall include the following:

- (a) non-resident school fees for attendance at a public school, and board and lodgings costs, as determined in accordance with subsection 34.4.5; or
- (b) admissible education expenses for attendance at a residential school where suitable board and lodging cannot be arranged for attendance at a public school, as determined in accordance with subsection 34.4.2.

34.3.2 On assignment to a post outside Canada, the deputy head may authorize an education allowance for elementary education in Canada for a dependent student, notwithstanding that compatible education at the post is available for a particular child or living conditions at the post are not unhealthy for that child, in accordance with subsection 34.3.1, where:

- (a) the student attends an elementary educational institution in Canada, in order to complete the last year of elementary schooling; and

(b) the maximum amount of the allowance shall not exceed the lesser of the post education ceiling or the residential school ceiling in Canada.

34.3.3 Where an employee incurs expenses for provincial health insurance premiums on behalf of a dependant(s) resident in Canada, the provisions of section 18.9 of FSD 18 – Special Family Separation Assistance may apply.

34.4 Secondary Education in Canada

34.4.1 Subject to subsection 34.1.8, where an employee chooses to have a dependent student receive secondary education in Canada, the deputy head may authorize an education allowance for this purpose. The education allowance shall include the following:

- (a) non-resident school fees for attendance at a public school, and board and lodgings costs, as determined in accordance with this section; or
- (b) admissible education expenses for attendance at a residential school, when suitable board and lodging cannot be arranged for attendance at a public school, as determined in accordance with this section; and
- (c) board and lodging expenses for weekends, where a dependent student attends a five-day residential school and seven-day boarding facilities are not available.

34.4.2 The maximum education allowance payable under paragraphs 34.3.1(b) and 34.4.1(b) shall be determined annually by the Deputy Minister of Foreign Affairs, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, to reflect the actual aggregate costs for admissible education expenses at Ashbury College, Ottawa.

34.4.3 In the event that Ashbury College ceases to provide co-educational residential facilities, the methodology for the determination of the maximum education allowance payable under this directive for residential schooling in Canada shall be determined by the NJC FSD Committee.

34.4.4 The Deputy Minister of Foreign Affairs, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, shall establish an allowance for commercial storage expenses for a dependent student's personal effects between consecutive school years. At the discretion of the deputy head, and following the specific request of an employee, this allowance may include costs for

packing and/or local transportation (pick-up and delivery) of the student's personal effects where it can be demonstrated that:

- (a) no other option is available or practicable;
- (b) it is a requirement of the commercial storage facility, where other storage facilities or arrangements are not available or practicable; or
- (c) the proposed arrangement is cost-effective, having regard to other possible arrangements for the storage of the student's effects.

34.4.5 The maximum allowance payable under paragraphs 34.3.1(a) and 34.4.1(a) shall be determined annually by the Deputy Minister of Foreign Affairs, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, to reflect 75% of the difference in cost between a boarding student and a day student at Ashbury College, less any surcharges.

34.4.6 The maximum allowance payable under paragraph 34.4.1(c) shall be determined annually by the Deputy Minister of Foreign Affairs, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, and shall not exceed the maximum allowance payable under subsection 34.4.5.

34.4.7 Where a dependent student who has been enrolled in the French National curriculum system attends a lycée in Canada, the career foreign service employee may claim an allowance for actual admissible education expenses, including tuition in lieu of a non-resident school fee, up to the amount established for public education in Canada.

34.4.8 On the basis of comparability, an allowance for actual admissible education expenses may be claimed on behalf of a dependent student receiving technical or vocational training at the secondary school level in Canada, up to the amount established for public education in Canada.

34.4.9 Where an employee incurs expenses for provincial health insurance premiums on behalf of a dependant(s) resident in Canada, the provisions of section 18.9 of FSD 18 – Special Family Separation Assistance may apply.

34.5 Secondary Education Away from Post but Not in Canada

34.5.1 The deputy head may authorize an education allowance for a dependent child/student at the Canadian curriculum secondary school which is nearest to the employee's post, and which is inspected by the Ontario Ministry of Education, for

employees posted outside North and South America. The allowance authorized under this section shall not exceed the education ceiling for secondary residential schooling in Canada, in accordance with section 34.4.

34.5.2 Where education facilities at post are not compatible/available and a dependent student is being educated within the country of assignment but not at the employee's place of duty, or outside the country of assignment but not in Canada, which does not offer residential facilities, the details shall be reported to the appropriate foreign service interdepartmental coordinating committee to determine the amount of education allowance payable. This assistance may be extended to dependent students at the elementary level.

34.5.3 Where a request for an allowance for a field trip has not been authorized under subsection 34.1.4, and where an allowance is authorized under subsection 50.1.1, the expenses incurred for travel from the educational facility, including expenses for a field trip, may be used to certify the use of the FSD 50 – Post Travel Assistance.

34.6 Postsecondary Shelter Assistance

34.6.1 Subject to subsection 34.1.8, the deputy head may authorize an allowance for actual costs incurred by an employee on behalf of a dependent student who has graduated from secondary school in Canada or has obtained equivalent educational status abroad for:

- (a) shelter for the full academic year which includes time for registration at the beginning of the term and for packing at the end of the term where the dependent student is in full-time attendance at a postsecondary educational institution which has been approved by the deputy head in the headquarters city or the employee's last place of duty in Canada prior to the assignment abroad; or
- (b) shelter for the balance of the academic year where an employee is relocated from a post abroad during the course of the academic year and a dependent student, who resided with the employee and who is in full-time attendance at a postsecondary institution at the employee's post, chooses to remain at the old place of duty to complete the academic year; and
- (c) actual and reasonable commercial storage expenses, as determined by the deputy head, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, for a dependent student's personal effects between consecutive school years.

34.6.2 For the purposes of paragraphs 34.6.1(a) and (b), reimbursement shall be limited to the annual maximum established by the Deputy Minister of Foreign Affairs, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, on September 1st of each year, to reflect the cost of single occupancy on-campus residence at the University of Ottawa. In claiming shelter assistance, an employee shall provide evidence of actual costs and of full-time attendance until the end of the academic year. For periods of less than a complete academic year, the Deputy Minister of Foreign Affairs shall establish a daily rate on the basis of the annual maximum.

34.6.3 Where a student is receiving vocational or technical training which is not normally provided free of charge to residents, the provisions for postsecondary education shall apply.

34.6.4 The provisions of this section do not apply to a student at the postsecondary level in Canada where the employee's spouse or common-law partner has chosen not to accompany the employee on posting or the postsecondary student is living with the other parent in Canada.

34.6.5 The provisions of this section do not apply where the dependent student resides in the employee's principal residence or a property owned by the employee and/or spouse or common-law partner.

34.7 Refundable Deposit/Accountable Advance

34.7.1 Where it is a condition of enrolment of a dependent child/student of an employee who is posted outside Canada that a refundable deposit be paid to an elementary or secondary level educational institution, the deputy head may authorize an accountable advance for admissible education expenses, equal to the amount of the deposit, which shall be accounted for within ten days from the date on which it is due to be refunded by the school.

34.8 Relocation During an Academic Year

34.8.1 Where an employee is relocated during an academic year from one post to another post or from a post to a place of duty in Canada, and:

- (a) the dependent child remains at the old place of duty, the deputy head, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, shall authorize an allowance for actual admissible

education expenses, including board and lodging expenses, for the balance of the school year;

- (b) the dependent student has been educated at a location approved by the deputy head away from the employee's post; an allowance for actual admissible education expenses which had been approved shall continue for the balance of the school year; or
- (c) where expenses are incurred at another educational institution, an allowance for actual admissible education expenses shall be authorized for the balance of the school year in accordance with the appropriate section of this directive.

34.9 Special Education Allowance

34.9.1 The deputy head, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, may authorize a special education allowance, on an individual basis, for a dependent child/student with proven special education needs, based on programs normally provided without charge by the Ontario Ministry of Education and/or the Ontario Ministry of Community and Social Services.

34.9.2 The allowance will be established based on costs incurred as specified in subsection 34.9.1 and may include expenses such as hourly fees charged by a teaching aide/assistant normally provided in a classroom, a support program or board and lodging.

34.9.3 It is the responsibility of the employee to provide documentation in support of the special education allowance, such as, but not limited to, an assessment and recommendation by appropriate professionals.

34.10 Allowance for Special Needs

34.10.1 It is recognized that an employee may be made ineligible to receive or to continue to receive support under programs provided by the Ontario Ministry of Children, Community and Social Services, or equivalent in other provinces or territories, for dependants with special needs due to an assignment outside of Canada.

34.10.2 Notwithstanding that the programs may not be provided in a school setting, the deputy head, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, may authorize an allowance, on an individual basis, to help address proven special needs.

34.10.3 The employee must provide documentation that demonstrates eligibility to programs offered by the Ontario Ministry of Children, Community and Social Services, or equivalent in the province or territory of residence that they resided in, immediately prior to their assignment outside of Canada, which ceased, or was negated because of the assignment outside of Canada.

34.11 Deputy Head Discretion

34.11.1 Subject to paragraph 34.6.1(b), the assistance authorized pursuant to section 34.6 may, at the discretion of the deputy head, be paid until the end of the last academic year during which the dependent student attained the age of 23 years, except that reimbursement may only be authorized under paragraph 34.6.1(a) provided the employee remains abroad during this period.

34.11.2 Section 34.8 may also be applied at the discretion of the deputy head in exceptional circumstances, where:

- (a) a dependent child is evacuated under FSD 64 – Emergency Evacuation and Loss;
or
- (b) the school being attended by a dependent child/student becomes incompatible.

Appendix A - Education Allowances - Annual Rates

Effective Date: August 1, 2024

This table reflects the maximum allowance rates in Canadian dollars which can be authorized under FSD 34 – Education Allowances for the 2024-2025 school year.

FSD Reference	Description	Allowance Maximum in CAD
Definition	Compulsory mid-day meals	Actual cost charged by the school minus the employee's share of \$3.17/day
Definition	School/Craft supplies	Grades JK to 8 - \$84.72/year adjusted by the post index if applicable
Definition	School/Craft supplies	Grades 9 to 12 - \$193.21/year adjusted by the post index if applicable
Definition	Employee share for IB	Actual cost charged by the school minus the employee share of \$325.00/year for

FSD Reference	Description	Allowance Maximum in CAD
		the mandatory program and \$185.00 per mandatory exam
Definition	Employee share for AP	Actual cost charged by the school minus the employee share of \$250.00/year for the mandatory program and \$125.00 per mandatory exam
Paragraphs 34.3.1(a) and 34.4.1(a)	Public Education in Canada	Actual cost charged by the appropriate school board
Paragraphs 34.3.1(b) and 34.4.1(b)	Residential School in Canada Tuition, board and lodging	\$80,670.00/year When the cost for board and lodging for long weekends (excluding school breaks) is not accounted for in the school fee schedule, cases will be reviewed by the appropriate foreign services interdepartmental coordinating committee on a case-by-case basis
Paragraph 34.4.1(a)	Public Education in Canada Board and lodging only	\$36,250.00/year \$3,331.50/month of which \$899.51/month can be claimed for food
Paragraph 34.4.1(c)	Public education in Canada Board and lodging only	\$14,919.08/year \$181.94/day
Subsection 34.5.1	Secondary School Away from Post but not in Canada Tuition, board and lodging	\$80,670.00/year When the cost for board and lodging for long weekend (excluding school breaks) is not accounted for in the school fee schedule, cases will be reviewed by the appropriate foreign service

FSD Reference	Description	Allowance Maximum in CAD
	excluding the enrolment fee	interdepartmental coordinating committee on a case-by-case basis
Subsection 34.6.1	Postsecondary shelter assistance	\$6,337.48 maximum/trimester \$19,012.43/year (based on three trimesters for a full-time student) \$52.09/day
Subsection 34.4.4 and paragraph 34.6.1(c)	Commercial storage of effects in between school years	\$500/year

FSD 35 - Education Travel

Scope

Introduction

This directive enables an employee to claim an allowance for travelling expenses for a dependent student where neither FSD 15 – Relocation nor FSD 51 – Family Reunion applies. It is not designed to supplement the provisions of these directives but to provide assistance for the payment of travelling expenses, which are normally incurred at the commencement and termination of an employee's assignment to a post, in sending a dependent student to an approved educational institution.

Issuance and verification procedures are found in FSD 70 – Allowances and Reporting Requirements.

Directive

35.1 Application

35.1.1 The allowance for travelling expenses payable pursuant to this directive shall be computed on the basis of the most suitable form of transportation as determined by the deputy head.

35.1.2 The standard for air travel is economy class and this includes APEX, charters and other reduced fares. The lowest available airfare appropriate to a particular itinerary shall be sought when making bookings.

35.2 Elementary and Secondary Level

35.2.1 Where education allowances are being paid or will be paid pursuant to sections 34.3, 34.4 and/or 34.5 of FSD 34 – Education Allowances, the deputy head may authorize payment of an allowance for the actual and reasonable travelling expenses incurred by an employee in sending a dependent child or a dependent student to an elementary or secondary school that has been approved by the deputy head pursuant to section 34.1 of FSD 34 – Education Allowances. Payment of an allowance for the actual and reasonable travelling expenses may be approved:

- (a) from the employee's place of duty, where the dependent child has been residing with the employee at the post; or
- (b) from the employee's post, where relocation expenses on behalf of the dependent student have been authorized pursuant to section 15.29 of FSD 15 – Relocation; or
- (c) after notification in writing of an impending assignment to a post, from the employee's former place of duty in Canada, where the dependent student is not going to take up residence with the employee at the post but will be going directly from the former place of duty to the approved school; or
- (d) after notification in writing of an impending cross-posting, from the employee's former post, where the dependent student is not going to take up residence with the employee at the new post but will be going directly from the former post to the approved school; or
- (e) after notification in writing of an impending cross-posting, from the previously approved school, where the dependent student has been and will continue to be educated elsewhere than at the employee's post.

35.2.2 Where a dependent student is being educated away from the post but not in Canada, the allowance for travelling expenses authorized, shall be limited to the cost of the travelling expenses between the post and the employee's headquarters city.

35.2.3 Where an allowance for travelling expenses has been authorized pursuant to subsection 35.2.1 or 35.2.2, the deputy head may also authorize payment of an allowance for actual and reasonable travelling expenses incurred by an employee in

sending a dependent student from the approved school to the employee's place of duty in Canada, on the employee's return to duty in Canada, or, at the discretion of the deputy head, in advance of the employee's return to duty in Canada.

35.3 Postsecondary Level

35.3.1 Where postsecondary shelter assistance is or will be paid pursuant to section 34.6 of FSD 34 – Education Allowances, the deputy head may authorize an allowance for payment of the travelling expenses incurred by an employee in sending a dependent student:

- (a) from the employee's post to a postsecondary educational institution in Canada, where the student has been residing with the employee;
- (b) from the employee's post to a postsecondary educational institution in Canada and return where a pre-enrollment examination or interview is mandatory at the educational institution;
- (c) from a secondary school, outside Canada at a location other than the employee's post, where an education allowance has been authorized pursuant to section 34.5 of FSD 34 – Education Allowances, to a postsecondary educational institution in Canada;
- (d) from the employee's post, where relocation expenses on behalf of the dependent student have been authorized pursuant to section 15.29 of FSD 15 – Relocation, to a postsecondary educational institution in Canada;
- (e) from a secondary school in Canada, where an education allowance has been authorized pursuant to section 34.4 of FSD 34 – Education Allowances, to a postsecondary educational institution in Canada.

35.3.2 Where the postsecondary educational institution is in the employee's headquarters city or last place of duty, the allowance for travelling expenses authorized for the dependent student shall be the cost of travel between the location of the dependent student as specified in subsection 35.3.1 and the location of the postsecondary educational institution in the employee's headquarters city or last place of duty in Canada.

35.3.3 Where postsecondary shelter assistance will not be paid pursuant to section 34.6 of FSD 34 – Education Allowances because the postsecondary educational institution is not in the employee's headquarters city or last place of duty in Canada, the allowance for travelling expenses shall be the cost of travel between the location of

the dependent student as specified in subsection 35.3.1 and the location of the postsecondary educational institution minus an employee's share which will be based on the cost of the travelling expenses between the employee's headquarters city or last place of duty in Canada and the location of the postsecondary educational institution.

35.4 Travel for a Person to Accompany

35.4.1 The deputy head may authorize an allowance for return travelling expenses for one parent to accompany the student from the employee's post to the student's school, at the commencement of the first school year that the student is being educated away from the post, where:

- (a) an education allowance is authorized for a student at an elementary or secondary school under sections 34.3, 34.4 and/or 34.5 of FSD 34 – Education Allowances; or
- (b) a student graduating from a secondary school outside Canada and who is under the age of 21 at the start of the school year at a postsecondary educational institution in Canada.

35.4.2 Where travel for a parent has been authorized in accordance with paragraph 35.4.1(a), it may again be authorized under paragraph 35.4.1(b) where applicable.

35.4.3 Where a dependent student is being educated away from the post but not in Canada at the elementary or secondary levels, the allowance for travelling expenses authorized for the parent at post shall be limited to the cost of the travelling expenses between the post and the employee's headquarters city.

35.4.4 Where the postsecondary educational institution is in the employee's headquarters city or last place of duty, the allowance for travelling expenses authorized for the parent at post shall be the cost of travel between the post and the location of the postsecondary educational institution in the employee's headquarters city or last place of duty in Canada.

35.4.5 Where the postsecondary educational institution is not in the employee's headquarters city or last place of duty in Canada, the allowance for travelling expenses shall be the cost of travel between the post and the location of the postsecondary educational institution minus an employee's share which will be based on the cost of the travelling expenses between the employee's headquarters city or last place of duty in Canada and the location of the postsecondary educational institution.

35.4.6 Return travelling expenses for the parent at post will not be authorized where a legal guardian of the dependent student resides in Canada except as provided for in subsection 18.7.2 of FSD 18 – Special Family Separation Assistance.

35.4.7 When the deputy head is satisfied that operational requirements or other circumstances prevent the parent from accompanying the student from the post to the student's school, return traveling expenses for the parent can be authorized, subject to subsections 35.4.1, 35.4.2, 35.4.3, 35.4.4, 35.4.5 and 35.4.6, providing that the travel takes place within five calendar days from the date of the student's departure from post.

35.5 Shipment of Personal Effects

35.5.1 Where an allowance for travelling expenses has been authorized under this directive, the deputy head may authorize an allowance for actual and reasonable costs of shipping the dependent student's personal articles provided:

- (a) the weight of such articles does not exceed the appropriate weight limitation for an accompanying dependant in accordance with Appendix B of FSD 15 – Relocation, in addition to the maximum allowable weight of accompanying baggage transported free of charge by the carrier; and
- (b) personal articles in excess of those transported free of charge by the carrier are transported by the most economical means.

35.5.2 Where exceptional circumstances justify an exception to the weight limitations in accordance with subsection 35.5.1, the details shall be reported to the appropriate foreign service interdepartmental coordinating committee.

Part VI - Medical and related expenses

FSD 38 - Preventive Medical Services Expenses

Scope

Introduction

The employer wishes to ensure through preventive medical services that the general good health of employees and their dependants at posts outside Canada is maintained and that a tour of duty abroad will not have to be terminated because of the foreseeable or avoidable illness of an employee or dependant. Health Canada has been

delegated authority to amend Appendix A – Schedule of Unhealthy Posts of this directive as and when required.

Directive

38.1 Application

38.1.1 An employee and each dependant shall have the right, or may be required by the employer, to undergo chest x-ray examination, physical examination and laboratory or special examination or immunization as may be required, at the nearest place where suitable facilities exist as determined by the medical service provider as defined in FSD 2 – Definitions, and the results of such examinations shall be forwarded to the medical service provider if, the employee and/or dependant:

- (a) is residing at a post listed in Appendix A of this directive; or
- (b) is in full-time attendance at an educational institution away from the post and expenses are being paid pursuant to FSD 51 – Family Reunion.

38.2 Preventive Medical Examinations

38.2.1 The medical examinations referred to in section 38.1 and related hospitalization, if applicable, shall be administered in the manner prescribed by Health Canada, without charge to the employee, by a Canadian government facility, or by a private medical facility where the deputy head has authorized its use due to special circumstances or the absence of a Canadian government facility.

38.2.2 Where medical examinations are administered pursuant to sections 38.1 and 38.3, the deputy head shall authorize:

- (a) payment of actual and reasonable medical expenses; and
- (b) payment of travelling expenses, where applicable.

38.2.3 An assessment as to fitness for duty prepared by the medical service provider shall be submitted to the deputy head in respect of any medical examination administered pursuant to section 38.1. At the employee's request, the employer shall provide the employee with access to this assessment.

38.3 Independent Medical Opinion

38.3.1 Whenever a medical matter is at issue, the employee shall have the right to have a personal physician submit a written medical opinion to the medical service provider.

Another assessment as to fitness for duty shall be submitted to the deputy head, taking into consideration the medical opinion of the employee's physician.

38.3.2 On behalf of the employer, an independent written medical opinion which shall be taken into consideration in the assessment as to fitness for duty may be requested:

- (a) by the deputy head when the deputy head is not satisfied with the fitness for duty assessment provided in subsection 38.2.3 and a second written medical opinion has not been provided under subsection 38.3.1; or
- (b) by the medical service provider when it determines there is a significant variance between the written medical opinions provided in subsections 38.2.3 and 38.3.1.

38.3.3 In making the decision concerning the assignment of an employee, the deputy head shall give consideration to the assessments as to fitness for duty submitted pursuant to subsections 38.2.3, 38.3.1 and 38.3.2.

38.3.4 Where, after taking into account any assessment as to fitness for duty provided, the deputy head determines that an employee cannot be posted, or cannot continue an assignment abroad, the employee shall be so informed.

38.4 Preventive Medical Expenses

38.4.1 The deputy head may approve payment of the necessary expenses of immunizing an employee and dependant(s) against communicable disease, provided:

- (a) the immunization is recommended by Health Canada; and
- (b) such costs are not covered by local law.

38.4.2 The deputy head may approve payment of the expenses incurred by an employee in securing preventive medicines, provided they have been prescribed by competent medical authority which is acceptable to the medical service provider.

38.4.3 Where the deputy head determines that domestic help is required for security reasons, the deputy head may approve payment of the expenses of a medical examination, laboratory tests, chest x-rays and expenses of immunizing against communicable disease of the domestic help prior to employment and annually thereafter, provided:

- (a) the domestic help is one who is in regular contact with the employee or a dependant; and

(b) such costs are not covered by local law.

38.5 Paid Leave and Overtime

38.5.1 Where it is necessary for a medical examination authorized under this directive to be conducted during normal working hours, the employee shall be considered to be on duty for the period required for such examination.

38.5.2 Where an employee is required to undergo a medical examination authorized under this directive, and it is not possible to conduct such examination during scheduled working hours, the deputy head may authorize compensation for any overtime as provided for in the applicable collective agreement for the period required for such examination.

38.6 Insurance Plan

38.6.1 Expenses incurred by the employee pursuant to section 38.1 and subsections 38.3.1, 38.3.2, 38.4.1 and 38.4.2 shall not be a charge against the employee's health and hospitalization insurance plan.

38.7 Unhealthy Posts

38.7.1 For the purposes of this directive, the posts listed in Appendix A are classed as unhealthy on the advice of Health Canada.

38.7.2 An unhealthy post is one where personnel are exposed to and may develop illnesses or diseases of a nature they would not develop or would be unlikely to develop in Canada.

Appendix A - Schedule of Unhealthy Posts

Effective Date: April 1, 2025

Abidjan, Ivory Coast
Abuja, Nigeria
Accra, Ghana
Addis Ababa, Ethiopia
Algiers, Algeria
Amman, Jordan
Ankara, Turkey
Baghdad, Iraq

Bamako, Mali
Bandar Seri Begawan, Brunei Darussalam
Bangalore, India
Bangkok, Thailand
Beijing, China
Beirut, Lebanon
Belgrade, Serbia
Bogotá, Colombia
Brasilia, Brazil
Bridgetown, Barbados
Bucharest, Romania
Buenos Aires, Argentina
Cairo, Egypt
Caracas, Venezuela
Chandigarh, India
Chennai, India
Chongqing, China
Colombo, Sri Lanka
Cotonou, Benin
Dakar, Senegal
Damascus, Syria
Dar es Salaam, Tanzania
Dhaka, Bangladesh
Doha, Qatar
Erbil, Iraq
Georgetown, Guyana
Guadalajara, Mexico
Guangzhou, China
Guatemala, Guatemala
Hanoi, Vietnam
Harare, Zimbabwe
Havana, Cuba
Ho Chi Minh City, Vietnam
Hong Kong, China
Islamabad, Pakistan
Istanbul, Turkey
Jakarta, Indonesia

Johannesburg, South Africa
Juba, Sudan
Kabul, Afghanistan
Kampala, Uganda
Kandahar, Afghanistan
Kathmandu, Nepal
Khartoum, Sudan
Kigali, Rwanda
Kingston, Jamaica
Kinshasa, Democratic Republic of Congo
Kuala Lumpur, Malaysia
Kuwait City, Kuwait
Kyiv, Ukraine
La Paz, Bolivia
Lagos, Nigeria
Lima, Peru
Lusaka, Zambia
Managua, Nicaragua
Manila, Philippines
Maputo, Mozambique
Mexico City, Mexico
Monterrey, Mexico
Moscow, Russia
Mumbai, India
Nairobi, Kenya
New Delhi, India
Niamey, Niger
Nur-Sultan, Kazakhstan (formerly Astana)
Ouagadougou, Burkina Faso
Phnom Penh, Cambodia
Port-au-Prince, Haiti
Port of Spain, Trinidad and Tobago
Pretoria, South Africa
Quetta, Pakistan
Quito, Ecuador
Rabat, Morocco
Ramallah, West Bank

Recife, Brazil
Rio de Janeiro, Brazil
Riyadh, Saudi Arabia
San José, Costa Rica
San Salvador, El Salvador
Santiago, Chile
Santo Domingo, Dominican Republic
São Paulo, Brazil
Seoul, South Korea
Shanghai, China
Taipei, Taiwan
Tartu, Estonia
Tegucigalpa, Honduras
Tehran, Iran
Tel Aviv, Israel
Tripoli, Libya
Tunis, Tunisia
Ulaanbaatar, Mongolia
Vientiane, Laos
Wellington, India
Yangon, Myanmar
Yaoundé, Cameroon

Notes:

- (1) Notwithstanding the provisions of section 107 of the *Federal Public Sector Labour Relations Act*, revisions to this Schedule shall not constitute a change in terms and conditions of employment for employees subject to the Foreign Service Directives.
- (2) Health Canada has the delegated authority to amend this Appendix as and when required.

FSD 39 - Health Care Expenses

Scope

Introduction

This directive provides financial assistance to employees who incur health care expenses outside Canada which exceed those permissible under the Comprehensive Coverage of the Public Service Health Care Plan (PSHCP) and the Public Service Dental Care Plan (PSDCP), subject to certain conditions as specified in this directive.

Definitions

Note: *This definition only applies to this directive.*

Dependant (*personne à charge*) means each dependant or dependent student as defined in FSD 2 – Definitions, respectively, who resides with the employee at the post, or is in full-time attendance at an educational institution outside of Canada.

Directive

39.1 Application

39.1.1 Subject to the provisions of section 39.2, where expenses have been incurred for health care, drugs or dental treatment in respect of an employee and/or a dependant which are in excess of eligible expenses under the Comprehensive Coverage of the Public Service Health Care Plan or the Public Service Dental Care Plan, the deputy head may authorize reimbursement to the employee of the amount in excess, provided:

- (a) the employee pays the deductible share under the Comprehensive Coverage of the Public Service Health Care Plan or the Public Service Dental Care Plan or the share which would have been applicable for insurance under these plans;
- (b) the employee pays any co-insurance applicable under the Comprehensive Coverage of the Public Service Health Care Plan or the Public Service Dental Care Plan or the amount of co-insurance which would have been applicable for insurance under these plans;
- (c) the expenses involved have been incurred pursuant to consultation with a medical practitioner or dentist acceptable to the medical service provider; and
- (d) the employee submits a claim under the Comprehensive Coverage of the Public Service Health Care Plan or the Public Service Dental Care Plan within the time constraints of the plan.

39.1.2 Where the treating physician certifies that a psychiatrist is not available at the post and therefore recommends treatment by a psychologist, the deputy head may

authorize reimbursement of psychologist fees which may be in excess of the maximum amount reimbursable under the Public Service Health Care Plan (PSHCP).

39.1.3 The health care referred to in this directive may include para-medical care and the services of medical and dental specialists, provided such services have been recommended pursuant to consultation with a medical practitioner or dentist acceptable to the medical service provider.

39.1.4 The amount payable under section 39.1 shall not exceed the amount over and above that which the employee is eligible to receive as a participant in any other plan of health insurance, such as expenses incurred outside Canada while still covered by a provincial health insurance plan.

39.1.5 Each mission shall compile a roster of qualified local medical practitioners and dentists whom personnel at the post may consult. The roster should include medical internists, obstetricians, pediatricians and general practitioners and dental general practitioners and specialists.

39.1.6 Where a Health Canada physician certifies, and where the appropriate foreign service interdepartmental coordinating committee recommends that the treatment that occurred is consistent with the treatment which would have occurred within a hospital in Ontario, the deputy head may authorize reimbursement of a claim that has been denied by the Public Service Health Care Plan because services were not provided in a hospital. Exception is made for the services of a midwife and anesthesia services for which the deputy head may authorize the reimbursement of a claim that has been denied by the Public Service Health Care Plan without the recommendation of the appropriate foreign service inter-departmental coordinating committee.

39.1.7 In claiming for excess hospital costs, an adjustment will be made where an employee has less than maximum coverage. For example, an employee incurs excess costs of \$200 per day for semi-private hospital coverage and has Level I coverage which provides a benefit of \$60 per day rather than Level III coverage which provides a benefit of \$220 per day. The claim would be reduced by the difference between Level III and Level I coverage, that is, \$160, and the employee would receive an adjusted amount of \$200 minus \$160, or \$40.

39.1.8 Where eligible dental expenses under the Public Service Dental Care Plan which are incurred outside Canada are higher than the fee for the same service as set out in the Ontario fee guide used under the Public Service Dental Care Plan, and employees

must as a result pay a higher co-payment amount as defined in the Public Service Dental Care Plan, employees may submit a claim, for payment under this directive, for that portion of the co-payment amount which exceeds the amount which they would have been required to pay if the treatment had occurred in Ontario. For example, and assuming the deductible has been paid and reimbursement under the Plan is at 50%, if under the Ontario fee guide the eligible expense for a service is \$400 (with the employee paying \$200) and outside Canada the eligible expense is \$600 for the same service (with the employee paying \$300 for the co-payment), then the cost to the employee for the co-payment is \$100 more than it would be had the service been rendered in Ontario. The employee could then claim \$100 under this subsection. This would place the employee outside Canada in the same position as the employee in Ontario. The amount of \$100 which is in excess of eligible expenses under the Public Service Dental Care Plan could be considered under subsection 39.1.1.

39.1.9 Where a claim is denied under the Public Service Dental Care Plan because it is for treatment which was previously claimed, and the required time has not elapsed before another claim may be made, the deputy head may authorize reimbursement in such amount as may be recommended by the Administrator of the Plan to reflect the amount which would otherwise have been payable under the Public Service Dental Care Plan (PSDCP) as an initial claim, plus any excess dental costs identified by the Administrator of the Plan and payable under this directive. This provision is designed to provide for those necessary additional costs resulting from initial incompetent/inadequate treatment, where the employee is no longer at the location where the original treatment took place or, in the opinion of Mission administration, cannot obtain redress from the original practitioner.

39.1.10 Where a claim for a vaccination which would be provided free of charge in Ontario is reimbursed by the Public Service Health Care Plan (PSHCP) and a co-payment for the vaccination is charged to the employee, the amount of the co-payment can be reimbursed under the provisions of this directive.

39.2 Expenses Due to Conditions at Post

39.2.1 Health care expenses incurred at post, on behalf of a dependant, are treated in accordance with subsection 39.2.2 should they be incurred because of:

- (a) an illness due to conditions at a location where the employee and/or a dependant is or has been residing and which is of a type, the incidence of which is greater than in Canada as determined by the medical service provider; or

- (b) an injury resulting from an event at a location where an employee and/or dependant is or has been residing, and which would not normally occur in Canada, or which gives rise to circumstances not experienced in Canada as determined by the medical service provider.

39.2.2 The deputy head shall, in determining the amount of reimbursement payable, as a result of illness or injury in accordance with section 39.1, include for payment:

- (a) the deductible share attributable to the difference between single and family coverage under the Comprehensive Coverage of the Public Service Health Care Plan or the Public Service Dental Care Plan as applicable; and
- (b) the actual amount of co-insurance for which the employee was responsible under the Comprehensive Coverage of the Public Service Health Care Plan or the Public Service Dental Care Plan.

39.2.3 In reviewing claims for payment pursuant to subsection 39.2.1, the deputy head shall seek and take into consideration the advice of Health Canada in order to confirm that the illness or injury is attributable to conditions at post.

39.2.4 Where an employee's medical, hospital or dental care insurance under the Comprehensive Coverage of the Public Service Health Care Plan is exhausted by expenses incurred as a result of an illness or injury described in subsection 39.2.1, the deputy head shall authorize payment of the amounts that would have been paid under such plans until such time as the employee's normal coverage is re-established.

FSD 41 - Health Care Travel

Scope

Introduction

At a number of locations abroad, the standards of medical care and the extent of treatment facilities or specialist services are inadequate in comparison with those in Canada. Additionally, at several locations, while adequate health care/facilities exist, treatment costs are excessive. This directive is designed to ensure that an employee and/or dependant requiring health care for an acute medical condition or emergency medical condition or for accouchement have access to suitable health care facilities or services on a cost-effective basis as determined by the deputy head. Where an employee and/or dependant has travelled away from post under the provisions of this directive and the severity of the health situation results in the end of the assignment or

the assignment ends during the health care travel, the provisions of FSD 15 – Relocation may be applied recognizing that the employee and/or dependant may not return to post.

Issuance and verification procedures are found in FSD 70 – Allowances and Reporting Requirements.

Definitions

Note: *These definitions only apply to this directive.*

Acute medical condition (*condition médicale aiguë*) means an illness/injury with a rapid and abrupt onset requiring prompt treatment. It is in contrast to a chronic medical condition.

Chronic medical condition (*condition médicale chronique*) means a medical condition of long duration which may require on-going medical treatment. It is in contrast to an acute medical condition.

Dependant (*personne à charge*) means each dependant or dependent student, as defined in FSD 2 – Definitions respectively, who resides with the employee at the post, or is in full-time attendance at an educational institution outside of Canada.

Elective medical treatment/procedure (*traitement/intervention médical facultatif*) is defined as an investigation or treatment of a medical condition that is of a non-emergency nature and for which the normal provision of care can be planned with no expected detriment to the overall health or well-being of the employee and/or dependants.

Emergency medical condition (*condition médicale urgente*) means a medical condition where the lack of provision of immediate health care is expected to have an impact on the health or well-being of the employee and/or dependants.

Routine medical examination (*examen médical de routine*) means a medical examination undertaken at pre-established intervals and not related to a change in the health status of the employee and/or dependants or a new or evolving medical condition not of an emergency/urgent nature which can be evaluated at a Canadian or equivalent medical centre during planned travel from the post. Examples include an annual physical examination or follow-up examination for a medical condition

including a chronic medical condition, performed by any type of health care service provider.

Directive

41.1 Application

41.1.1 This directive applies to the employee and/or dependant(s) as defined in this directive who require health care travel, when the deputy head determines health care is necessary for an acute medical condition, for an emergency medical condition or for accouchement; and

- (a) suitable health care facilities or services are not available locally; or
- (b) local treatment costs are excessive.

41.1.2 This directive is not intended to facilitate routine medical examinations, appointments or treatments, including treatments for chronic medical conditions, or elective medical treatment/procedures. Employees and/or dependant(s) are responsible for scheduling appointments during planned travel away from the post if they do not have access to suitable medical facilities or services locally.

41.1.3 The health care facilities or services referred to in this directive may include dental care, only for those posts listed in Appendix A of FSD 9 – Medical and Dental Examinations, and reasonable para-medical care.

41.1.4 In determining whether health care travel is necessary subject to subsection 41.1.1, the deputy head shall seek the advice of a roster doctor as specified in subsection FSD 39.1.5 of FSD 39 – Health Care Expenses, the medical service provider as defined in FSD 2 – Definitions, or other qualified medical practitioner, as required.

41.1.5 In assessing the suitability of health care facilities or services, the deputy head must take into account comparability with the standards of health care and the extent of treatment facilities or specialist services in Canada, the professional competency of medical practitioners, the quality of the post-operative care, cultural, social and political factors, as well as cost-effectiveness.

41.1.6 Subject to subsections 41.1.4 and 41.1.5, where the deputy head approves health care travel, the deputy head shall authorize travel to the nearest suitable location, another suitable location, or Canada, subject to the specific circumstances of

the case and cost-effectiveness, and shall approve expenses as outlined in this directive for:

- (a) an employee or dependant requiring health care travel; and
- (b) a young child who is obliged to accompany the parent requiring health care travel and/or another child subject to subsection 41.7.1 - Managerial Discretion; and
- (c) a person to accompany where the need is certified by a qualified medical practitioner.

41.1.7 Subject to paragraph 41.1.6(b), when determining if expenses for accompanying dependent children should be authorized, the deputy head shall consider each case on its own merits taking into account such factors as the ages of the children and the availability and cost of child care services at the post.

41.1.8 Where the need is certified by a qualified medical practitioner and, where the employee or a dependant is receiving inpatient treatment and it is either desirable or more economical to have the person who accompanied remain at the treatment centre for the duration of the treatment period, admissible expenses in accordance with section 41.2 shall be authorized.

41.1.9 Travelling expenses may be paid for the person who accompanied to make a second trip to and from the treatment centre at the conclusion of the treatment period, where it is not necessary for the person to remain with the person being treated.

41.1.10 Where an acute or emergency condition requires follow-up treatments as prescribed by appropriate medical authority, the provisions of this directive can be applied, subject to subsection 41.1.2.

41.2 Admissible Expenses

41.2.1 Subject to subsection 41.1.6, the deputy head shall authorize:

- (a) actual and reasonable travelling expenses as defined in FSD 2 - Definitions, including the lowest available airfare appropriate to a particular circumstance and/or itinerary, between the location of the employee or a dependant requiring health care, and the city where the treatment centre is located as determined by the deputy head;
- (b) accommodation in accordance with FSD 2 – Definitions, at the location of the treatment centre;

- (c) actual and reasonable expenses based on receipts for meals when in commercial accommodation only, at the location of the treatment centre. However, meals may not be claimed when in private accommodation;
- (d) one daily incidental expense allowance per family unit in accordance with the NJC Travel Directive at the location of the treatment centre; and
- (e) the cost of telephone calls in accordance with the NJC Travel Directive between the location of the person on health care travel and the family members at the employee's post for the person receiving health care and for the person who accompanied and is not a family member. However, telephone calls may not be claimed where an incidental expense allowance is paid for travel within Canada or the continental U.S.A.

41.3 Dependant Care

41.3.1 The deputy head shall authorize payment of dependant care expenses in accordance with the provisions of the NJC Travel Directive.

41.3.2 Where expenses for dependant care are incurred at a post, the maximum amount may be exceeded on the recommendation of the appropriate foreign service interdepartmental coordinating committee.

41.4 Travel Leave

41.4.1 Unless the deputy head otherwise directs, travel leave for the employee shall only be granted during normal working hours where it is not feasible for the employee to travel during non-working hours.

41.5 Accouchement

41.5.1 In cases of accouchement and subject to subsection 41.1.6, the deputy head shall also approve the payment of expenses as specified in section 41.2, both before and after the time of delivery where:

- (a) the common carrier approved by the deputy head to provide the most suitable and appropriate means of transportation places restrictions on the travel of the expectant mother or newborn infant; and/or
- (b) the visa or other re-entry regulations delay the return to the post; and/or
- (c) there is a medical requirement acceptable to the medical service provider.

41.6 Medical Report

41.6.1 When health care travel is authorized under this directive, a medical report from the attending physician acceptable to the medical service provider must be sent to the medical service provider as determined by the deputy head.

41.6.2 Where Health Canada is the medical service provider, medical reports shall be sent to:

Public Service Occupational Health Program, Central Zone - NCR Clinic

Specialized Health Services Directorate

Corporate Services Branch

Health Canada

171 Slater Street, 12th Floor, P.L. 3712M

Ottawa, ON K1A 0K9

Tel.: 1-855-312-1500

Fax: 613-990-9397

E-mail: overseas.ncrclinic@hc-sc.gc.ca

41.7 Managerial Discretion

41.7.1 Notwithstanding the specific limitation prescribed in paragraph 41.1.6(b), the deputy head may exercise managerial discretion and authorize travel of a child, other than a young child, who is obliged to accompany the parent requiring health care travel.

41.7.2 Notwithstanding the specific limitations prescribed in this directive, with the recommendation of the appropriate foreign service interdepartmental coordinating committee, the deputy head may authorize an additional amount to offset expenses which are incurred due to circumstances beyond the employee and dependants' control such as quarantine requirements because of a public health measure.

FSD 42 - Medical and/or Dental Expense Advance

Scope

Introduction

Doctors, dentists and hospitals may not be prepared to wait for payment from medical, dental or hospitalization insurance plans. Accordingly, where the employee can demonstrate eligibility for future reimbursement for health care or dental expenses, either from the Comprehensive Coverage of the Public Service Health Care Plan or the

Public Service Dental Care Plan or pursuant to the Foreign Service Directives, the employer will make an advance to the employee for the purpose of paying medical or dental expenses.

The intent of this directive is to provide an advance for admissible medical and dental expenses over \$500 when the employee must pay the expenses at the time the treatment is received.

Directive

42.1 Application

42.1.1 Where an employee incurs expenses for health and/or dental care and is eligible for reimbursement either from the Comprehensive Coverage of the Public Service Health Care Plan or the Public Service Dental Care Plan or pursuant to the Foreign Service Directives, the deputy head may authorize an advance to the extent of such expenses. Such advances shall be authorized only:

- (a) where the advance is not less than \$500; and
- (b) where, subject to subsections 42.1.5, 42.1.6 and 42.1.7, the employee agrees to repay the advance within six months; and
- (c) where the employee submits an estimate of costs from the doctor, dentist or hospital representing 90% of the advance requested; and
- (d) on condition that the employee undertakes in writing on the Medical and/or Dental Expense Advance form to endorse and remit to the Receiver General for Canada any cheque issued by the underwriters or by the employer under the provisions of another foreign service directive in reimbursement for the medical or dental expenses for which the advance was authorized; and
- (e) in the case of an advance for dental expenses for dependants not covered by the Public Service Dental Care Plan (PSDCP), employees may be asked to provide proof of coverage.

42.1.2 In order to protect employees from exchange rate fluctuations, advances may be calculated and reimbursed in Canadian dollars or in some other currency, where this is the currency used in all of the following:

- (a) the estimate of costs from the health care provider submitted by the employee in support of the medical/dental expense advance;
- (b) the payment for services for which the advance was approved; and

(c) the reimbursement of the employee's claim of insurance.

42.1.3 An employee shall not be eligible for an advance for medical expenses incurred following relocation to Canada when the employee's provincial insurance plan has been reinstated or when the doctor, hospital or other health care facility is prepared to await settlement from the employee's provincial or other medical insurance plan.

42.1.4 Except as provided in subsection 42.1.7, where, for any reason, any cheque issued by the Plan Administrator or by the employer under the provisions of another foreign service directive in reimbursement for the medical or dental expenses for which the advance was authorized is not endorsed and remitted to the Receiver General for Canada by the employee, such advance shall be repaid upon receipt of such settlement.

42.1.5 Except as provided in subsection 42.1.7, where an employee who has received settlement from the Plan Administrator or from the employer, fails to repay any outstanding portion of the advance within 60 days of the date(s) on which the settlement cheque(s) were issued, such outstanding portion of the advance shall be subject to recovery pursuant to the relevant provisions of the *Financial Administration Act*.

42.1.6 Except where provided in subsection 42.1.7, where an advance has been authorized under this directive, the employee shall ensure that a claim under the Comprehensive Coverage of the Public Service Health Care Plan or the Public Service Dental Care Plan is submitted as soon as possible, notwithstanding the time requirements that the plans have in place for accepting claims. In the event that a claim is rejected under the plan because of lateness, the employee may not claim under FSD 39 – Health Care Expenses and shall be responsible for full repayment of the advance, which shall be subject to recovery pursuant to the relevant provisions of the *Financial Administration Act*.

42.1.7 An extension of the repayment period may be granted where the deputy head is satisfied that exceptional circumstances beyond the reasonable control of the employee prevent an employee from repaying the advance granted pursuant to subsection 42.1.1 within the required period.

Part VII - Holidays, leave and personal travel

FSD 44 - Holidays

Scope

Introduction

This directive provides employees with the same number of paid holidays that they would be entitled to if they were serving in Canada. Furthermore, the deputy head may approve the substitution of local holidays for holidays designated in Canada for the employee.

Directive

44.1 Application

44.1.1 An employee is entitled to the same number of designated holidays with pay per calendar year as would apply under a collective agreement or other appropriate authority for service in Canada.

44.1.2 Notwithstanding the provisions of a collective agreement or other appropriate authority for service in Canada, the deputy head may substitute another holiday for a designated holiday to which the employee would be entitled in Canada, where that designated holiday is not recognized as a general holiday at the post.

44.1.3 Where an employee serves at more than one location during a calendar year, the deputy head shall further adjust the designated holidays at post for that employee to ensure that such employee is granted the same number of designated holidays for the calendar year as are provided in a collective agreement or other appropriate authority for service in Canada.

44.1.4 Where a holiday at the post falls on a day of rest for the employee, or where the employee is required to work on a holiday at the post, compensation or leave of absence with pay shall be authorized in accordance with the employee's collective agreement or other appropriate authority for service in Canada.

FSD 46 - Post Leave Option

Scope

Introduction

This directive provides an employee with an optional benefit of ten days of Post Leave per year, in lieu of the provisions for a Post Specific Allowance under section 56.11 of FSD 56 – Foreign Service Incentive Allowances. Unless specifically requested, employees will receive the Post Specific Allowance rather than Post Leave.

Directive

46.1 Application

46.1.1 An employee shall have the choice of electing for Post Leave, as outlined under this directive, or a Post Specific Allowance under section 56.11 of FSD 56 – Foreign Service Incentive Allowances, but not both. Unless Post Leave is specifically requested, an employee shall receive the Post Specific Allowance.

46.1.2 To request a change from a Post Specific Allowance to Post Leave, or vice-versa, employees shall inform their headquarters FSD Administrator, in writing, two months prior to the date of the desired change. Employees may change their election no more than once per year.

46.1.3 The deputy head shall grant Post Leave to an employee under the same conditions as vacation leave would be granted for the employee's occupational group, except that:

- (a) Post Leave credits are available for use at post, are portable between posts, and may be used in conjunction with relocation travel from post;
- (b) the total accumulation of Post Leave credits at any time shall not exceed 40 days; when this maximum is reached, the employee will automatically receive the Post Specific Allowance under section 56.11 of FSD 56 – Foreign Service Incentive Allowances, until such time as the employee reduces Post Leave credits below 40 days and again elects for the provisions of this directive for Post Leave;
- (c) on request, an employee may receive cash payment for any or all accrued Post Leave credits, on the basis of salary in effect on the date the request is made; and
- (d) Post Leave credits shall be cashed out on the employee's return to Canada, on the basis of salary in effect on the date of the employee's return to duty in Canada.

46.1.4 Where an employee elects for Post Leave, credits shall be accumulated at the rate of 10/12 of a day for each completed month of service at a post, as defined in FSD 2 – Definitions, until:

- (a) completion of an employee's tour of duty (or tours of duty, in the case of cross-posting), to a maximum of 40 days; or
- (b) the last day of the month following two months' notification by the employee to change from Post Leave (FSD 46) to a Post Specific Allowance (section 56.11 of

FSD 56).

FSD 47 - Leave for Post-Attributable Illness or Injury

Scope

Introduction

This directive recognizes that an employee who is on assignment abroad may be absent from work due to an illness which is not endemic to Canada or an injury that would not normally occur in Canada and provides for leave taken for medical reasons (physical and/or psychological) as a result of a post-attributable illness or injury to not be charged to an employee's leave credits.

Directive

47.1 Application

47.1.1 Where the medical service provider determines that an illness is not endemic to Canada, the deputy head may authorize leave for post-attributable illness, taking into account employer-supported programs.

47.1.2 Where the medical service provider determines that an injury gives rise to circumstances not normally experienced in Canada, the deputy head may authorize leave for absences due to the injury for a period which is in excess of that which would normally be incurred in Canada, taking into account employer-supported programs.

47.1.3 The provisions of subsections 47.1.1 and 47.1.2 shall apply regardless of the location of the employee's place of assignment at the time of absence.

47.1.4 Other absences due to illness or injury not covered by this directive are subject to the provisions of the appropriate collective agreement or applicable regulations.

FSD 48 - Other Leave

Directive

48.1 Application

48.1.1 The deputy head may grant more leave for family-related responsibilities or bereavement than a collective agreement or other authority permits for a similar situation if, in the opinion of management, its occurrence at a post imposes hardship beyond that which would occur in Canada. However, not more than eight additional days may be granted under this directive in respect of any one circumstance.

FSD 49 - FSD Travel Bank

Scope

Introduction

This directive specifies the conditions which apply for the FSD Travel Bank, whereby the amounts relating to the following travel allowances, as applicable, are provided to employees for their use while on assignment abroad: FSD 50 – Post Travel Assistance, FSD 51 – Family Reunion and FSD 56.11 – Post Specific Allowance.

The provisions relating to the use of each allowance are specified in each directive and the provisions relating to the issuance and verification procedures are found in FSD 70 – Allowances and Reporting Requirements.

Directive

49.1 Post Travel Assistance

49.1.1 An employee is eligible to receive an allowance under FSD 50 – Post Travel Allowance as specified in FSD 50 – Post Travel Allowance. Upon arrival at post, the amount of the allowance for the employee and eligible dependants will be added to the FSD Travel Bank.

49.1.2 Where a new dependant arrives at post and there is an entitlement to a Post Travel Allowance for the dependant, the amount of the allowance will be added to the FSD Travel Bank.

49.1.3 The employee is responsible for certifying the use of the allowance after the travel has occurred as outlined in subsection 70.4.1.

49.1.4 Once the certification of the allowance has been approved, and where the employee is entitled to a subsequent post travel allowance, the amount of the subsequent allowance for the employee and eligible dependants will be added to the FSD Travel Bank.

49.2 Family Reunion

49.2.1 An employee may be entitled to receive an allowance under FSD 51 – Family Reunion when conditions outlined in FSD 51 are met. Upon arrival at post, the amount of the allowance for the employee's dependants will be added to the FSD Travel Bank for the initial period of September 1 to August 30 or as specified in subsection 51.1.1.

49.2.2 The employee must use the allowance for the number of trips allowable for each eligible dependant.

49.2.3 Family reunion normally occurs at post. Prior approval from the deputy head is required for family reunion to occur away from the post, subject to section 51.11.

49.2.4 The employee is responsible for certifying the use of the allowance after the travel has occurred for each dependant as outlined in FSD 70.4.1.

49.2.5 Once the certification of the allowance has been accepted, and where the employee is entitled to family reunion travel for another year or portion thereof, the amount of the subsequent allowance for the eligible dependants will be added to the FSD Travel Bank.

49.3 Post Specific Allowance

49.3.1 An employee is eligible to receive an allowance under FSD 56.11 – Post Specific Allowance unless the employee has opted for FSD 46 – Post Leave Option. Upon arrival at post, the pro-rated amount of the allowance for the period ending May 31st will be added to the FSD Travel Bank.

49.3.2 By June 30th of every year, the full amount of the allowance will be added to the FSD Travel Bank based on the rate which comes into effect on June 1st, provided the employee's assignment will extend the full year.

49.3.3 Where the assignment will not extend the full year, a pro-rated amount of the allowance will be added to the FSD Travel Bank based on the expected end of assignment date. Adjustments will be made as required based on the first compensation day following the employee's last day on duty at the post.

49.3.4 The employee is not required to certify the use of the allowance.

FSD 50 - Post Travel Assistance

Scope

Introduction

This directive recognizes that it is in the interest of both management and employees that employees and their families have access to an allowance for Post Travel Assistance to visit Canada and/or travel away from the post during each posting, with more frequent travel provisions for employees at more difficult posts.

Issuance and verification procedures are found in FSD 70 – Allowances and Reporting Requirements.

Directive

50.1.1 An employee and any dependant normally residing with the employee at a post, including primary and secondary school students who are being educated away from the post but not in Canada under the provisions of section 34.5 of FSD 34 – Education Allowances where educational facilities at the post are not compatible, shall be entitled to an allowance for Post Travel Assistance (PTA) to assist them in travelling from:

- (a) posts which are not listed in Appendix B of FSD 58 – Post Differential Allowance, once per tour of duty (including any extension), of three years or more; where an employee is assigned to a non-hardship post for a period of less than three years, such an employee shall only be entitled to an allowance at the end of the posting in accordance with subsection 50.4.1;
- (b) posts at Levels I and II in Appendix B of FSD 58 – Post Differential Allowance, once per two-year tour of duty plus one allowance for each additional year beyond two years;
- (c) posts at Levels I and II in Appendix B of FSD 58 – Post Differential Allowance, twice per three-year tour of duty, plus one allowance for each additional year beyond three years;
- (d) posts at Levels III, IV and V in Appendix B of FSD 58 – Post Differential Allowance, once for each year for the number of years of the tour of duty, plus one allowance for each additional year beyond the normal tour of duty.

50.1.2 An employee and each eligible dependant shall use the allowance for travel on one or more trips outside the post.

50.1.3 Where a PTA is authorized, dependants do not have to travel together or with the employee.

50.1.4 All travel entitlements under this directive may be taken at any time during a posting, but all such travel entitlements automatically lapse on the termination of each posting.

50.1.5 Where assistance has been authorized in accordance with FSD 18 – Special Family Separation Assistance, the allowance authorized under subsection 50.1.1 may

be used by the employee and all the employee's dependants for certification under FSD 70 – Allowances and Reporting Requirements.

50.1.6 Where a dependant is being educated away from the post but not in Canada under the provisions of section 34.5 of FSD 34 – Education Allowances where educational facilities at the post are not compatible, the allowance authorized under subsection 50.1.1 may be used for travel from the educational facility, including field trips which may not be otherwise covered under FSD 34 – Education Allowances.

50.2 Employee-Couple

50.2.1 This directive shall apply to each employee of an employee-couple. However, when both employees are at the same post, where a dependant is eligible for travel under this directive, only one employee may claim the entitlements under this directive for each dependant.

50.3 Calculation and Certification of Allowance

50.3.1 Where travel is authorized under subsection 50.1.1 and/or 50.4.3, the deputy head shall authorize a non-accountable allowance which is subject to certification and possible verification as outlined in FSD 70 – Allowances and Reporting Requirements.

50.3.2 The allowance shall be established in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#) for FSD 50 – Post Travel Assistance and section 56.11 - Post Specific Allowance effective June 1st of each year as published in Appendix B of FSD 56 – Foreign Service Incentive Allowances to be equivalent to:

- (a) 80% of an unrestricted full economy airfare for return travel from the employee's post to the headquarters city; or
- (b) where there is no unrestricted full economy airfare for all or a portion of the journey, 100% of the highest available economy class airfare.

50.3.3 Employees are required to certify that 75% of the allowance is spent on travel and travel-related expenses, including transportation, accommodation, meals and incidental travel expenses such as tours, entry fees etc. Certification is required on completion of the last travel or at the end of the posting, whichever is earlier, in accordance with FSD 70 – Allowances and Reporting Requirements. Pursuant to the provisions of section 70.4, employees must retain evidence of travel and may be required to demonstrate that the allowance has been used for the purpose intended.

50.4 Deferred Relocation Travel

50.4.1 In addition to the travel entitlements specified in subsection 50.1.1, an employee and any dependant normally residing with the employee at the post, including primary and secondary school students who are being educated away from the post but not in Canada under the provisions of section 34.5 of FSD 34 – Education Allowances where educational facilities at the post are not compatible, may request to travel between the post and the headquarters city, on the termination of each posting in accordance with section 15.3 of FSD 15 – Relocation.

50.4.2 The employee does not have the option of deferring relocation travel under section 15.3 of FSD 15 – Relocation.

50.4.3 The deputy head has the right to defer an employee's relocation travel to the headquarters city under section 15.3 of FSD 15 – Relocation for operational reasons. In such a case, the employee shall have one additional PTA under this directive for travel to the headquarters city during the new posting. This travel to the headquarters city must be identified on the FSD 70 Travel Certification form for FSD 50.

50.4.4 Travel authorized under section 50.4 on termination of posting may only be authorized in conjunction with relocation travel under FSD 15 – Relocation and does not apply to situations of posting extension.

50.5 Leave

50.5.1 When the employee travels under subsection 50.1.1 of this directive, there is no minimum number of compensation days of leave with pay which must be taken.

50.5.2 Employees are expected to travel during non-working hours; however, where travel is during working hours, the employee shall be charged the appropriate leave. An exception is made when travel is not possible during non-working hours (for example, all international flights are scheduled for morning, mid-week departures). In such exceptional situations, the deputy head shall grant an employee travel leave for a period sufficient to reach the destination of the travel. This period shall not exceed the travelling time by air required for a journey between the post and headquarters city.

50.6 Additional Shipment of Goods

50.6.1 An employee authorized to travel under this directive who is returning to a Level III, IV or V hardship post may arrange for the shipment of additional personal and household goods as an extension of the provisions of sections 15.13 to 15.15

of FSD 15 – Relocation. The employee will be entitled to either one piece of accompanied excess baggage per eligible traveller or one air shipment not to exceed 20 kilograms for the employee and for each accompanying dependant.

50.6.2 The cost shall be limited to the lesser cost of either air cargo or accompanied excess baggage, as determined by the deputy head on the basis of the employee's weight entitlement for shipment from the employee's headquarters city to the employee's post at the time travel is taken.

50.6.3 Such shipment may originate from one or more locations where such locations must be on the return routing to the post and must relate to the period of travel.

50.6.4 An employee may claim the cost of charges for customs duties, taxes and/or clearance charges imposed by the host country on the air cargo/accompanied excess baggage.

50.6.5 An employee is responsible for any demurrage or similar charges incurred as a result of fault, choice or negligence of the employee or dependant and for local transportation costs at the points of origin and destination of the shipment.

50.7 Temporary Duty

50.7.1 Where an employee travelling under the provisions of this directive is accompanied by a dependant and is instructed to report for temporary duty during the period of authorized travel, the deputy head may authorize the payment of the reasonable and actual living expenses for the period of temporary duty for a dependant who accompanies the employee, in accordance with section 15.11 of FSD 15 – Relocation.

50.8 Change in Family Size

50.8.1 Where a dependant arrives at post following the issuance of the allowance and the dependant meets the definition of normally residing with the employee at post as defined in FSD 2 – Definitions, an additional allowance may be added to the FSD Travel Bank. Where a dependant departs the post prior to the completion of the assignment, all or a portion of the allowance issued for that dependant may be recovered by the deputy head. Such recovery action may be waived when, in the opinion of the deputy head, there are extenuating circumstances beyond the control of the employee.

50.9 Change in Post Rating Level

50.9.1 Where the frequency of PTA changes as a result of a reduction in a post's Post Differential Allowance level under FSD 58 – Post Differential Allowance, this change shall not affect an employee at the post on the effective date of the reduction for the duration of the current tour of duty.

50.9.2 Where the frequency of PTA changes as a result of an increase in a post's Post Differential Allowance level under FSD 58 – Post Differential Allowance, this change shall only affect an employee at the post on the effective date of the increase where the employee has approximately 12 months remaining in the tour of duty.

50.10 Early Termination

50.10.1 In cases of early termination of posting at the initiation of the employee or resignation before the end of the employee's tour of duty at a post, all or a portion of the allowance may be recovered by the deputy head. Such recovery action may be waived when, in the opinion of the deputy head, there are extenuating circumstances beyond the control of the employee. (See related provisions FSD 15.26 and FSD 15.27 of FSD 15 – Relocation.)

50.11 Managerial Discretion

50.11.1 Notwithstanding the specific limitations prescribed in subsection 50.1.1 of this directive, when the deputy head is of the opinion that the full year is not completed as a result of operational requirements which are beyond the employee's control, the deputy head may pro-rate the allowance for the employee and any dependants who relocated at the same time as the employee.

50.11.2 Notwithstanding the specific limitations prescribed in subsection 50.1.1 of this directive, when the deputy head is of the opinion that employees and/or dependants who are subject to the provisions of FSD 64 – Emergency Evacuation and Loss should be authorized to use the allowance provided under this directive to travel away from the evacuation location in lieu of from the post, the deputy head may authorize the use of the allowance issued from the employee's post for travel.

50.11.3 Notwithstanding the specific limitations prescribed in subsection 50.1.1 of this directive, in exceptional circumstances and with the recommendation of the appropriate foreign service interdepartmental coordinating committee, the deputy head may authorize the use of the allowance provided under this directive for expenses incurred at the post in lieu of away from the post.

50.11.4 Where travel occurs during an emergency evacuation, travel must occur away from the post and from the evacuation location. Expenses covered under FSD 64 – Emergency Evacuation and Loss cannot be used to certify the use of FSD 50 – Post Travel Assistance.

50.11.5 Notwithstanding the specific limitations prescribed in this directive, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, the deputy head may authorize an additional amount to offset expenses which are incurred due to circumstances beyond the employee and dependants' control such as quarantine requirements because of a public health measure.

50.11.6 Where managerial discretion is exercised:

- (a) the allowance is subject to the same conditions as a full allowance; and
- (b) the details shall be reported to the appropriate foreign service interdepartmental coordinating committee.

FSD 51 - Family Reunion

Scope

Introduction

To minimize the separation in families, where such separation is directly caused by the employee being assigned to a post, the employer provides for telephone calls and for reunion of families at public expense at least once a year.

The entitlement for family reunion travel under FSD 18 – Special Family Separation Assistance supersedes the provisions of this directive.

Family reunion travel provisions are summarized in Appendix A of this directive.

Directive

51.1 Application

51.1.1 Entitlements under this directive shall be determined on the basis of a 12-month period commencing on September 1st of each year, except for travel under section 51.9 by a dependant of an employee who has accepted an assignment on an unaccompanied basis, where entitlements shall be determined on the basis of the 12-month period commencing on the date of the employee's arrival at the post.

51.1.2 In determining family reunion travel entitlements for periods of less than 12 months of service, the deputy head shall take into consideration the date of arrival of the employee at the post in relation to the academic year and the completed months of service as defined in FSD 2 – Definitions. For example, where travel is twice per 12-month period, the academic year is September 1st to August 31st and the employee is posted in January, travel would normally be authorized once, during the long school holiday recess, before the commencement of the first full 12-month period on September 1st.

51.1.3 Where travel is permissible under sections 51.4, 51.5, 51.6, 51.7, 51.8 or 51.10 for the same child, the total number of trips which may be authorized in a 12-month period shall not exceed four trips.

51.2 Employee-Couple

51.2.1 Subject to sections 51.1, 51.3 and 51.11, the deputy head may provide a non-accountable family reunion travel allowance to an employee or to one employee of an employee-couple, for the purpose of family reunion travel.

51.2.2 Where an employee-couple accept assignments at different posts, the deputy head may authorize a family reunion travel allowance as follows:

- (a) up to two trips in a 12-month period for travel between posts, where either employee, including a dependent child residing with one employee of the employee-couple, may use the entitlement to travel to the post of the other employee; and
- (b) up to three trips in a 12-month period for travel by the child/student travelling to either post, which would otherwise have been authorized under sections 51.4, 51.5, 51.6 or 51.7 from the location of the child/student to either post.

51.2.3 Where travel is in lieu of travel under section 51.4, for a child at the elementary or secondary school level in Canada, two trips must be for the purpose of family reunion with the employee-couple.

51.2.4 Where travel is in lieu of travel under sections 51.5, 51.6 or 51.7, travel must be for the purpose of family reunion with the employee-couple.

51.2.5 Travel for a child/student under section 51.2 is subject to the age and cost limitations as prescribed in sections 51.4, 51.5, 51.6, 51.7 or 51.8 as applicable.

51.3 Family Reunion Travel Allowance

51.3.1 Throughout this directive, the allowance for family reunion travel shall reflect:

- (a) the lowest available airfare appropriate to a particular itinerary, including APEX, charters and other reduced or discounted fares, for the most direct routing between the post and either the location of the dependant or the headquarters city, as applicable; and
- (b) an amount for local transportation costs to and from airports at the points of departure and/or destination; and
- (c) an amount to cover the expense for the first two checked pieces of baggage when the airline charges a fee; and
- (d) an amount to cover the expenses for meals, accommodation and local transportation to and from the airport for a necessary stopover, where it is not possible or practicable to arrange an itinerary which will permit continuing travel to the approved destination, when authorized in advance by the deputy head.

51.3.2 In determining the amounts under subsection 51.3.1, the following criteria apply:

- (a) discount and reduced fares shall be selected prior to full fare economy where these rates are available; significant savings can be realized if flights are booked as far in advance as possible; employees are expected to make travel arrangements at least four to six weeks in advance of travel; unless there is a reason acceptable to the deputy head, full-fare economy shall not be authorized; and
- (b) where more than one rate is available for the same standard of air travel, depending on whether the ticket is purchased in Canada or at the post, the most economical airfare rate shall be used; and
- (c) where the employee purchases restricted tickets in advance to obtain a reduced fare, the employer will reimburse the cost of the fee necessary to change the ticket, should it be necessary to change the dates of travel for reasons beyond the reasonable control of the employee; and
- (d) if the dependant or employee prefers to drive, the family reunion travel allowance shall be based on the lower kilometric/mileage rate as defined in FSD 2 – Definitions for return travel between the location of the dependant and the post,

up to the cost of the lowest available airfare determined in accordance with this section; and

- (e) where the costs are not known for the expenses specified in paragraph 51.3.1(b), (c) or (d), a supplementary allowance may be issued.

51.3.3 Subject to 51.4.2(b), a minimum amount of time is not required between trips. Where the dependant's status changes during the 12-month period, the deputy head may recover funds, as applicable.

51.4 Dependent Student Travelling to Post – Elementary and Secondary Level

51.4.1 A non-accountable family reunion travel allowance may be authorized by the deputy head for three return trips in a 12-month period for a dependent student who is in full-time attendance at a school where an education allowance is paid under FSD 34 – Education Allowances, for travel between the location of the student and the post, when the dependant is being educated:

- (a) in Canada at the elementary or secondary level; or
- (b) away from the post at the secondary level because schools at the post are not compatible.

51.4.2 With respect to subsection 51.4.1:

- (a) the last year of entitlement shall be the 12-month period commencing September 1st in which the 21st birthday occurs; and
- (b) one of the trips must be taken during the long school holiday recess.

51.5 Dependent Student Travelling to Post – Postsecondary Level – 21 Years Old or Younger

51.5.1 A non-accountable family reunion travel allowance may be authorized by the deputy head for two return trips in a 12-month period for a dependent student who is in full-time attendance at a postsecondary educational institution, for travel between the location of the student and the post, up to the cost of travel between the headquarters city and the post for travel from Canada, or between the post and the headquarters city for travel from outside Canada, where the last year of entitlement shall be the 12-month period commencing September 1st in which the 21st birthday occurs.

51.6 Dependent Student Travelling to Post – Postsecondary Level – 22 or 23 Years Old

51.6.1 A non-accountable family reunion travel allowance may be authorized by the deputy head for one return trip in a 12-month period for a dependent student who:

- (a) is over the age of 21 but who has not yet attained 24 years of age; and
- (b) is in full-time attendance at an educational institution that has been approved by the deputy head, and is attending a recognized educational program, which could include work assignments between scheduled courses of instruction (e.g. co-op program).

51.6.2 With respect to subsection 51.6.1, the allowance shall cover expenses incurred for travel between the location of the student and the post, up to the cost of travel between the headquarters city and the post for travel from Canada, or between the post and the headquarters city for travel from outside Canada.

51.6.3 The last year of entitlement under subsection 51.6.1 shall be the 12-month period commencing September 1st in which the 23rd birthday occurs.

51.7 Child Travelling to Post – Not a Dependent Student

51.7.1 For the purpose of subsections 51.7.2 and 51.7.3, a child means the child of an employee, spouse, or common-law partner who:

- (a) is not a dependent student;
- (b) does not reside with the employee at the post; and
- (c) normally resides, and is in a dependent relationship with the employee, spouse, or common-law partner in Canada.

51.7.2 A non-accountable family reunion travel allowance may be authorized by the deputy head for two return trips in a 12-month period, if the child has not yet attained 19 years of age, for travel between the location of the child and the post, up to the cost of travel between the headquarters city and the post for travel from Canada, or between the post and the headquarters city for travel from outside Canada, where the last year of entitlement shall be the 12-month period commencing September 1st in which the 18th birthday occurs.

51.7.3 A non-accountable family reunion travel allowance may be authorized by the deputy head for one return trip in a 12-month period, if the child is over the age of 18 but has not yet attained 22 years of age, for travel between the location of the child and the post, up to the cost of travel between the headquarters city and the post for

travel from Canada, or between the post and the headquarters city for travel from outside Canada, where the last year of entitlement shall be the 12-month period commencing September 1st in which the 21st birthday occurs.

51.8 Child with Special Needs

51.8.1 Where travel is by a dependent child with a mental or physical disability, including a dependent adult child as defined in FSD 2 – Definitions, and the airline will not accept the child to travel unaccompanied or the child cannot travel unaccompanied, or where the child is under 13 years of age, one of the trips available each year under sections 51.4, 51.5, 51.6 and 51.7 may be used for a person to accompany the child.

51.8.2 Where a dependent child, including a dependent adult child as defined in FSD 2 – Definitions, with special needs is receiving care and/or training at or from an institution in Canada, by reason of a mental or physical disability, and travel in respect of that child has not been authorized during the preceding 12-month period under this directive, and neither parent has travelled to Canada under this directive with respect to another child, the deputy head shall authorize a family reunion allowance for actual and reasonable return travelling expenses between the employee's post and the location of the child, minus return travelling expenses between the location of the child and the headquarters city as follows:

- (a) twice a year for the employee and/or the employee's spouse or common-law partner (i.e. the employee and spouse or common-law partner cannot claim four individual trips by travelling separately); or
- (b) twice a year for a child with special needs and a person to accompany; or
- (c) once a year for the employee and/or the employee's spouse or common-law partner and once a year for a child with special needs and a person to accompany.

51.8.3 Where one or both parents has/have travelled to Canada under this directive with respect to another child, this would count as one trip, as they would be expected to visit the child with special needs, including a dependent adult child as defined in FSD 2 – Definitions, at the same time. This would reduce the travel entitlement under this directive by one trip.

51.9 Family Reunion for Unaccompanied Employees

51.9.1 Subject to FSD 18 – Special Family Separation Assistance, unless otherwise specified in this section, where the employee's dependants are not at post, the deputy head may authorize up to two trips per 12-month period for the dependants of that employee, as follows:

- (a) where the employee has accepted the assignment on an unaccompanied basis as defined in FSD 2 – Definitions, dependants have been relocated to another location under section 15.31 of FSD 15 – Relocation, the family reunion travel allowance shall be for return travel between the post and the location of the separated dependants;
- (b) where paragraph 51.9.1(a) does not apply, the family reunion travel allowance shall be for travel:
 - (i) between the post and the location of the separated dependants, up to the cost of travel between the post and the headquarters city; or
 - (ii) between the location of the separated dependants and the post, up to the cost of travel between the headquarters city and the post, as applicable.

51.10 Visiting under a Custody Arrangement

51.10.1 Where a custody agreement is in place or where the child has not yet attained 22 years of age and there is no custody agreement because of the child's age, the deputy head may authorize payment of a family reunion travel allowance in accordance with this section.

51.10.2 Travel under this section shall not exceed the frequency of travel permissible under sections 51.4, 51.5, 51.6 or 51.7.

51.10.3 In applying subsections 51.10.6 and 51.10.7, where the location of the child's other parent is at a post outside Canada, and that parent is an employee, spouse, or common-law partner subject to the Foreign Service Directives, the family reunion travel allowance shall not be reduced to reflect the cost of travel between the child's other parent and the employee's headquarters city.

51.10.4 In applying subsection 51.10.8, where the location of the child is at a post outside Canada with a parent who is an employee, spouse, or common-law partner subject to the Foreign Service Directives, the family reunion travel allowance shall not be reduced to reflect the cost of travel between the location of the child and the employee's headquarters city.

51.10.5 In determining the employee's share of travelling expenses, the deputy head shall take into consideration the type and mode of transportation used, for example:

- (a) where travel is on an excursion ticket, the employee's share shall be based on excursion rates;
- (b) where travel for which the employee is responsible is in excess of 800 kilometres from the employee's headquarters city, Canadian airfare rates in effect on the date travel commences shall be used; or
- (c) where travel for which the employee is responsible is within 800 kilometres of the employee's headquarters city, the lesser of Canadian bus or rail costs shall be used.

51.10.6 Where the employee, spouse, or common-law partner is responsible for travel for a dependent child, who is residing with the employee at the post or who is a dependent student as defined in FSD 2 – Definitions, to visit the other parent, a family reunion travel allowance may be authorized for up to two round trips in a 12-month period, less the cost of travel, if any, between the location of the child's other parent and the employee's headquarters city.

51.10.7 In applying subsection 51.10.6, where the child is residing with the employee at the post and, where the best interests of the child would be met by reunion at the post with the child's other parent, such travel for the child's other parent for return travel only to the post, in lieu of travel by the child for reasons such as the age of the child, the child has a mental or physical disability, or special circumstances based on the recommendation of a health or education specialist, may be approved by the deputy head at the request of the employee, where the deputy head is satisfied that the intent of family reunion is best met at the employee's post.

51.10.8 A family reunion travel allowance may be authorized for a child of the employee, spouse, or common-law partner, who does not qualify as a dependant under FSD 2 – Definitions for the sole reason that the child does not normally reside with the employee, spouse, or common-law partner, but the latter has visiting privileges with the child under the terms of a custody agreement, for up to two trips per 12-month period, from the location of the child to the employee's post, less the cost of travel, if any, between the location of the child and the employee's headquarters city.

51.10.9 Where travel is permissible under subsections 51.10.6 and 51.10.8 for the same child, the total number of trips which may be authorized in a 12-month period shall not exceed two trips.

51.10.10 Where travel is by a dependent child with a mental or physical disability and the airline will not accept the child unaccompanied, or where the child is under 13 years of age, one of the round trips available under this section may be used during the applicable 12-month period for a person to accompany the child.

51.11 Family Reunion Away from Post

51.11.1 While it is expected that family reunion will normally occur at the employee's post, at the employee's request and where the deputy head is satisfied that the intent of a family reunion is best met, a family reunion travel allowance may be authorized for a return trip between the post and the location of the child, student, spouse, or common-law partner, or the headquarters city, up to the total travelling expenses that would have been incurred for the travel to post by all eligible dependants/children under the applicable provisions of this directive, as applicable, for:

- (a) the employee, where travel is in lieu of the provisions of section 51.9 or subsection 51.10.6; or
- (b) the spouse/common-law partner, where travel is in lieu of the provisions of subsection 51.10.6; or
- (c) the employee and spouse/common-law partner and any dependent child residing with the employee at the post, where travel is in lieu of the provisions of sections 51.4, 51.5, 51.6, 51.7 and 51.8.

51.11.2 In special circumstances, provided the deputy head is satisfied the intent of family reunion is best met, return travel may be authorized to a location on a routing to the post, for the employee and any dependant(s) eligible for travel under this directive, including dependants residing at the post, up to the cost of travel between post and headquarters city. The total travelling expenses incurred cannot exceed that which would have been incurred for the travel to post by all eligible dependants/children under the applicable provisions of this directive.

51.11.3 Special circumstances under subsection 51.11.2, where reunion at a third location will facilitate reunion of the employee and all eligible dependants for family reunion travel under this directive, include any of the following:

- (a) security, health or environmental conditions at post make it unwise for dependants to visit;
- (b) a long flight or many time zone changes in proportion to the length of family reunion;
- (c) it is more convenient for the family to meet at a midway location because of individual work and/or school schedules; and/or
- (d) dependants may be in separate locations.

51.11.4 The allowance authorized under section 51.11 shall not exceed the allowance that would have been payable pursuant to sections 51.2, 51.4, 51.5, 51.6, 51.7, 51.8, 51.9 or 51.10, as applicable. Where travel for an employee, spouse, or common-law partner has been authorized in lieu of the provisions of section 51.10, the deputy head shall also authorize an allowance for actual and reasonable accommodation expenses incurred by the employee, spouse, or common-law partner in the headquarters city, for a period not to exceed five nights.

51.11.5 When travel is approved from post, such travel shall liquidate one travel entitlement each for all eligible dependants, regardless of their locations or the frequency of travel entitlement.

51.11.6 It is not the intent of this section to provide the employee and/or a dependant with additional vacation travel nor a trade-off, so that, for example, where there are two children away from post, the employee would seek to visit them six times during the entitlement period, thus resulting in a family reunion with some members but not others. Travel by one parent to visit one child would only be approved by the deputy head in unusual personal circumstances which require the presence of a parent at the location of the child, and which would achieve the objective of family reunion.

51.12 Leave

51.12.1 When family reunion travel is authorized for an employee under section 51.11, the employee shall be charged the appropriate number of leave credits except that, where the deputy head is not prepared to authorize family reunion at post because of unusual circumstances at post and it is not feasible for the employee to travel during non-working hours, travel leave shall be authorized for a period equal to:

- (a) the travelling time between the post and the location of the separated dependant, or an approved third location, pursuant to subsection 51.11.2, where travel is in lieu of the provisions of sections 51.4, 51.5, 51.6, 51.7, 51.8 or 51.9; or

- (b) the travelling time between the post and the destination, less the travelling time between the destination and the headquarters city, where travel is in lieu of the provisions of section 51.10; or
- (c) the travelling time between the post and the destination, up to the travelling time for a return journey to the employee's headquarters city, in all other cases.

51.13 Telephone Calls with Dependents

51.13.1 Where a dependent student is not residing at post and is eligible for family reunion travel under the provisions of sections 51.4, 51.5 or 51.6 or where a dependent child is not attending an educational institution but is eligible for family reunion travel under the provisions of sections 51.7 or 51.8 of this directive, an employee may request an allowance for one five-minute telephone call per month of service during an academic year between the location of the dependent student or child and the employee's post.

51.13.2 Where an employee-couple are assigned to different posts, each employee may request an allowance as specified in subsection 51.13.1.

51.13.3 In determining the number of months of entitlement for periods less than a complete academic year, an allowance shall be given for each month of service during which the child attended school.

51.13.4 Where an employee is claiming assistance for telephone calls in accordance with subsection 51.13.1, the allowance shall be pro-rated to reflect the number of months of entitlement relative to the 12-month period. In determining the number of months of entitlement for periods of less than a complete academic year, credit shall be given for each month during which the employee is assigned to a post for at least 10 compensation days.

51.13.5 Where the employee is relocated to a new place of duty in Canada during the academic year, the deputy head may exercise discretion in applying the pro-rating under subsection 51.13.4.

51.14 Attending the Birth of a Child

51.14.1 Subject to section 41.5, the deputy head shall approve a Family Reunion Allowance for the spouse or common-law partner to be present at the birth of the child, for a period not to exceed five days. The allowance shall include:

- (a) travelling expenses in accordance with section 51.3 of this directive;

- (b) accommodation in accordance with FSD 2 – Definitions, at the location of the treatment centre if required; and
- (c) daily meal allowance in accordance with the NJC Travel Directive. The NJC Travel Directive incidental expense allowance is not payable.

51.14.2 When an employee, spouse, or common-law partner adopts a child, including through surrogacy, and must travel from the post to accept physical custody of that child and/or be present for the birth, the deputy head shall reimburse, to the employee, the travelling expenses, up to the cost of travel from the post to the headquarters city, in accordance with FSD 2 – Definitions incurred by:

- (a) the employee and spouse or common-law partner, for the journey between the post and the location of the child; and
- (b) the employee, spouse or common-law partner and child, for the return journey.

51.14.3 Where the location of travel for the adoption of a child, including through surrogacy, is the headquarters city or last place of duty, the deputy head may include in the allowance accommodation and meals for a period not to exceed five days as follows:

- (a) accommodation in accordance with FSD 2 – Definitions if required; and
- (b) daily meal allowance and the incidental expense allowance, in accordance with the NJC Travel Directive.

51.14.4 Where subsections 51.14.1 and 51.14.2 are applicable, FSD 50 – Post Travel Assistance or FSD 56.11 – Post Specific Allowance may be used for travel of other dependants residing at post.

51.15 Managerial Discretion

51.15.1 Notwithstanding the specific limitations prescribed in this directive, on the recommendation of the appropriate interdepartmental foreign service coordinating committee, the deputy head may authorize an additional amount to offset expenses which are incurred due to circumstances beyond the employee and dependants' control such as quarantine requirements because of a public health measure.

51.16 Reporting

51.16.1 Provisions for the issuance and verification of family reunion travel allowances are found in FSD 70 – Allowances and Reporting Requirements.

Appendix A - Family Reunion Provisions

Effective Date: April 1, 2025

This appendix provides an overview of the family reunion provisions with reference to the relevant FSD 51 provision.

Dependent Student 21 Years of Age or Younger			
Education Level	Location of Dependent Student	Frequency	Basis of Allowance
Elementary Section 51.4	Canada	3 return trips in 12-month period September 1 to August 31	Return travel from the educational institution to post
Secondary Section 51.4	Canada or Away from Post	3 return trips in 12-month period September 1 to August 31	Return travel from the educational institution to post
Postsecondary Section 51.5	Canada or Away from Post	2 return trips in 12-month period September 1 to August 31	Return travel from the educational institution to post up to the cost of return travel from headquarters city to post
Dependent Student 22 or 23 Years of Age			
Postsecondary Section 51.6	Canada or Away from Post	1 return trip in 12-month period	Return travel from the educational institution to post up to the cost of return travel from headquarters city
Dependent Child - Not a Dependent Student			
Age	Location of Child	Frequency	Basis of Allowance

Dependent Student 21 Years of Age or Younger			
18 years of age or younger Subsection 51.7.2	Any location	2 return trips in 12-month period	Return travel from the location of the child in Canada to post up to the cost of return travel from headquarters city to post or the cost of return travel from headquarters city to the post if the child is outside of Canada
19 to 21 years of age Subsection 51.7.3	Any location	1 return trip in 12-month period	Return travel from the location of the child in Canada to post up to the cost of return travel from headquarters city to post or the cost of return travel from headquarters city to the post if the child is outside of Canada
Unaccompanied Employee			
Traveller	Location of Dependant	Frequency	Basis of Allowance
Spouse/Common-law partner/ Children FSD 18 – Special Family Separation Assistance and paragraph 51.9.1(b)	Canada	Up to 2 return trips in 12-month period	Return travel from the post to the location of the separated dependants(s) up to the cost of return travel from the post to the headquarters city or last place of duty in Canada
Spouse/Common-law partner/	Third location under section	Up to 2 return trips in 12-month	Return travel from the post to the location of

Dependent Student 21 Years of Age or Younger			
Children Paragraph 51.9.1(a)	15.31 of FSD 15 - Relocation	period	the separated dependants(s) as approved under section 15.31 of FSD 15 - Relocation
Employee-Couple at Separate Posts			
Traveller	Location of Traveller	Frequency	Basis of Allowance
No children Paragraph 51.2.2(a)	Post	Up to 2 return trips in 12-month period	Return travel from one post to the other post
Dependent child(ren) residing with one parent Paragraph 51.2.2(a)	Post	Up to 2 return trips in 12-month period	Return travel from one post to the other post
Dependent children residing with each parent Paragraph 51.2.2(a)	Post	Up to 2 return trips in 12-month period	Return travel from one post to the other post
Child Under a Custody Arrangement			
Age of Child	Location of Child	Frequency	Basis of Allowance
Dependent Child (21 years of age or younger) Section 51.10	Post	Up to 2 return trips in 12-month period	Return travel from the post to the location of the other parent minus the cost of return travel from the location of the other parent to the headquarters city

Dependent Student 21 Years of Age or Younger			
Dependent Child (21 years of age or younger) Section 51.10	Location of other parent	Up to 2 return trips in 12-month period	Return travel from the post to the location of the other parent minus the cost of return travel from the location of the other parent to the headquarters city

Note: While family reunion is normally expected to occur at post, the provisions of section 51.11 – Travel Away From Post may be approved for travel to the location of the separated dependants or in a third location in lieu of the above travel.

FSD 54 - Compassionate Travel

Scope

Introduction

A compassionate travel allowance is designed to compensate an employee at a post for those expenditures arising from the serious illness (including serious injury) of a dependent student or infirm child and the critical illness (including critical injury) or death of a parent of the employee or the employee's spouse or common-law partner, a brother or sister (including half-brothers and half-sisters) of the employee or the employee's spouse or common-law partner, or a member of the family unit, which are over and above those that would have been incurred had the employee been serving in the headquarters city. As well, there is a provision for travel to assist parents through a major life event such as on giving up the family residence and moving into an elder-care facility.

The provisions of this directive are not intended to cover all family emergencies. For situations not specifically included, employees should consider use of other travel provisions, such as FSD 50 – Post Travel Assistance and section 56.11 of FSD 56 – Foreign Service Incentive Allowances.

Definitions

Note: *These definitions only apply to this directive.*

Family unit (*unité familiale*) means:

- (a) the employee;
- (b) the employee's spouse or common-law partner;
- (c) a dependent child, including a dependent adult child as defined in FSD 2 – Definitions;
- (d) a dependent student;
- (e) a child of the employee or of the employee's spouse or common-law partner, who continues to be in a dependant relationship, where such child was associated with the employee's family unit prior to the employee's posting, has not attained 21 years of age, is not residing at the post and cannot be deemed a dependent student as defined in FSD 2 – Definitions.

Non-dependent child (*enfant non à charge*) means a child of an employee or of an employee's spouse or common-law partner, who does not qualify as a member of the family unit solely by reason of age and/or dependency, and excludes a child of a previous marriage who was not part of the family unit.

Parent (*parent*) means the natural or adoptive parent (or alternatively stepfather, stepmother or foster parent) of an employee or an employee's spouse or common-law partner.

Directive

54.1 Application

54.1.1 The travel entitlement shall normally reflect the lowest available airfare, although it is also recognized that discounted fares may not be available when it is necessary to arrange travel on short notice.

54.1.2 In determining the employee's share of travelling expenses under the provisions of this directive, the deputy head shall take into consideration the type and mode of transportation used; for example:

- (a) the employee's share shall be calculated using the same class of fare as used in the compassionate travel;
- (b) where travel for which the employee is responsible is in excess of 800 kilometres from the employee's headquarters city, Canadian airfare rates in effect on the date travel commences shall be used; or

- (c) where travel for which the employee is responsible is within 800 kilometres of the employee's headquarters city, Canadian bus or rail costs, whichever are the lesser, shall be used;
- (d) when an employee has claimed travel by private motor vehicle, the employee's share shall be based on the lower kilometric/mileage rate for Ontario for travel from Ottawa to the destination and return; and
- (e) where Canadian airlines provide special fares or rebates for compassionate travel in the event of bereavement, the employee's share shall be based on the discounted fare, notwithstanding the fact that the actual airline used did not offer a compassionate discount, and travel on a Canadian airline was not available or timely.

54.1.3 Employees shall ensure to apply for the appropriate compassionate rebates or refund. Any refund obtained by the employee shall be reimbursed to the Receiver General for Canada.

54.1.4 In approving compassionate travel in the event of serious or critical illness (including serious or critical injury), the deputy head may require the employee to provide written confirmation by the attending physician.

54.2 Employee-Couple

54.2.1 Where an employee-couple is assigned to the same post, one employee shall be deemed to be the employee and the other employee deemed to be the spouse or common-law partner.

54.3 Serious Illness/Injury – Dependent Student/Child with Mental or Physical Disability

54.3.1 In the event of serious illness (including serious injury) of a dependent student or child receiving care or training at an institution in Canada, by reason of a mental or physical disability, including a dependent adult child, the deputy head shall authorize an allowance for the following expenses incurred by the employee or the employee's spouse or common-law partner and for an infant or small child who is obliged to accompany a parent on compassionate travel:

- (a) actual and reasonable return travelling expenses between the employee's post and the location of the child; and
- (b) actual and reasonable accommodation expenses at the location of the child, for any reasonable period as determined by the deputy head.

54.3.2 When, in the opinion of the deputy head, the residential educational institution does not provide necessary care for the child, the deputy head shall authorize an allowance for actual and reasonable accommodation expenses for the child and actual and reasonable local transportation expenses to and from local health care facilities, the location of the child and the educational institution, for any reasonable period as determined by the deputy head.

54.4 Critical Illness/Injury – Member of the Family Unit

54.4.1 In the event of critical illness (including critical injury) of a member of the family unit not residing at the employee's post, or a child receiving care or training at an institution in Canada, by reason of a mental or physical disability, including a dependent adult child, the deputy head shall authorize an allowance for the following expenses incurred by members of the family unit:

(a) actual and reasonable return travelling expenses for:

- (i) the members of the family unit residing at the employee's post, to the location of a dependent student who is critically ill; and/or
- (ii) a dependent student, to the location of a dependent student who is critically ill; and/or
- (iii) a member of the family unit who is not a dependent student and is not residing at the employee's post, to the location of a dependent student who is critically ill, minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the member of the family unit who is travelling; and/or
- (iv) the members of the family unit, to the location of the member of the family unit (other than a dependent student) who is critically ill, minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the member of the family unit who is critically ill; and

(b) actual and reasonable accommodation expenses for:

- (i) the members of the family unit residing at the employee's post, at the location of a dependent student who is critically ill, for any reasonable period as determined by the deputy head; and/or

- (ii) a dependent student, at the location of a dependent student who is critically ill, for any reasonable period as determined by the deputy head; and/or
- (iii) a member of the family unit who is not a dependent student and is not residing at the employee's post, at the location of a dependent student who is critically ill, for any reasonable period as determined by the deputy head; and/or
- (iv) the members of the family unit, in the headquarters city when this is the location of the member of the family unit (other than a dependent student) who is critically ill, for a period not to exceed five nights.

54.4.2 In the event of critical illness (including critical injury) of a member of the family unit residing at the employee's post, the deputy head shall authorize an allowance for actual and reasonable return travelling expenses for:

- (a) a dependent student, to the employee's post; and/or
- (b) a member of the family unit who is not residing at the employee's post and who is not a dependent student, to the employee's post, minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the member of the family unit who is travelling.

54.5 Critical Illness/Injury - During Temporary Absence

54.5.1 In the event of critical illness (including critical injury) of an employee who is on temporary duty away from the post, the deputy head may, in lieu of the corresponding provisions of the NJC Travel Directive, authorize an allowance for the following expenses incurred by members of the family unit:

- (a) actual and reasonable return travelling expenses for:
 - (i) the members of the family unit residing at the employee's post, to the location of the employee; and/or
 - (ii) a dependent student, to the location of the employee; and/or
 - (iii) a member of the family unit who is not a dependent student and is not residing at the employee's post, to the location of the employee minus an employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the member of the family unit who is travelling; and

- (b) actual and reasonable accommodation expenses at the location of the employee for any reasonable period as determined by the deputy head.

54.5.2 In the event of critical illness (including critical injury) of a member of the family unit normally residing at the employee's post who is temporarily absent from the post for any reason other than temporary duty or for the purpose of undergoing medical treatment at a location approved by the deputy head, the deputy head shall authorize an allowance for the following expenses incurred by members of the family unit:

- (a) actual and reasonable return travelling expenses for:
 - (i) the members of the family unit residing at the employee's post, to the location of the member of the family unit who is critically ill, minus an employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the member of the family unit who is critically ill; and/or
 - (ii) a dependent student, to the location of the member of the family unit who is critically ill, minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the member of the family unit who is critically ill; and
- (b) actual and reasonable accommodation expenses in the headquarters city when this is the location of the member of the family unit who is critically ill, for any reasonable period as determined by the deputy head.

54.5.3 In the event of critical illness (including critical injury) of a member of the family unit normally residing at the employee's post who is undergoing medical treatment away from the post at a location approved by the deputy head, the deputy head shall authorize an allowance for the following expenses incurred by members of the family unit:

- (a) actual and reasonable return travelling expenses for:
 - (i) the members of the family unit residing at the employee's post, to the location of the member of the family unit who is critically ill; and/or
 - (ii) a dependent student, to the location of the member of the family unit who is critically ill; and/or
 - (iii) a member of the family unit who is not a dependent student and is not residing at the employee's post, to the location of the member of the family

unit who is critically ill, minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the member of the family unit who is travelling; and

- (b) actual and reasonable accommodation expenses at the location of the member of the family unit who is critically ill, for any reasonable period as determined by the deputy head.

54.6 Critical Illness/Injury – Unaccompanied Employee at Designated Post

54.6.1 In the event of critical illness (including critical injury) of an unaccompanied employee where travel is not authorized for a member of the family unit, the deputy head may authorize an allowance for actual and reasonable return travelling expenses for a suitable person to the employee's post and/or to a location approved by the deputy head where the employee is undergoing medical treatment, minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the location of the person who is travelling and the headquarters city.

54.7 Critical Illness/Injury – Single Parent Employee

54.7.1 In the event of critical illness (including critical injury) of an employee who is a single parent, where the members of the family unit are all under 21 years of age, the deputy head may authorize an allowance for actual and reasonable return travelling expenses for a suitable person to the employee's post and/or to a location approved by the deputy head, where the employee is undergoing medical treatment, minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the location of the person who is travelling and the headquarters city.

54.8 Critical Illness/Injury – Parent

54.8.1 In the event of critical illness (including critical injury) of a parent as defined in this directive of an employee or of an employee's spouse or common-law partner, the deputy head may authorize an allowance for the following expenses incurred by the employee and/or the employee's spouse or common-law partner and by an infant or small child who is obliged to accompany a parent on compassionate travel:

- (a) actual and reasonable return travelling expenses incurred to the location of the relative who is critically ill, minus the employee's share which shall be established

pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the relative; and

- (b) actual and reasonable accommodation expenses incurred in the headquarters city when it is the location of the relative who is critically ill, for a period not to exceed five nights.

54.8.2 Subject to the definition of parent as defined in this directive, the provisions of subsection 54.8.1 can be requested throughout the employee's career for up to two parents for the employee and up to two parents for the spouse.

54.8.3 The provisions of subsection 54.8.1 may also be applied where parent(s) of an employee or of an employee's spouse or common-law partner, because of age and/or infirmity, require assistance which is not reasonably available from other family members, in a non-medical situation, and which is not covered by subsection 54.8.1. Travel will be limited to an employee or an employee's spouse or common-law partner, and an infant or small child who is obliged to accompany a parent. Such assistance shall normally be limited to once for the employee's parent(s) and once for the spouse's or common-law partner's parent(s) and recognizes a significant life event which requires filial assistance, such as disposing of the family home, or relocation of elderly parent(s) into a retirement residence or an assisted care facility. On the recommendation of the appropriate foreign service interdepartmental coordinating committee, this limitation may be exceeded in exceptional circumstances, such as where there are no other siblings and assistance is clearly required, for example in the case of deteriorating health which requires a subsequent move into another facility.

54.8.4 Subject to the limitations of subsection 54.8.3, the provisions of subsection 54.8.1 also include situations of illness of aged parents, where the illness itself may not be critical, but family circumstance and/or the recommendation of the attending physician clearly indicate the attendance of the employee or the employee's spouse or common-law partner. This may be to make arrangements for continuing or future care, to assist with personal and/or financial arrangements, and to provide essential emotional support, which are a consequence of the illness.

54.9 Death or Critical Illness/Injury – Non-Dependent Child

54.9.1 In the event of death or critical illness (including critical injury) of a non-dependent child who no longer qualifies as a member of the family unit, the deputy head shall authorize an allowance for the following expenses incurred by members of the family unit:

(a) actual and reasonable return travelling expenses for:

- (i) the members of the family unit residing at the employee's post, to the location of the non-dependent child who is critically ill or the place of interment or memorial service (where this is in lieu of interment), minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the non-dependent child or the place of interment or memorial service (where this is in lieu of interment); and/or
- (ii) a dependent student, to the location of the non-dependent child who is critically ill or the place of interment or memorial service (where this is in lieu of interment), minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the non-dependent child or the place of interment or memorial service (where this is in lieu of interment); and

(b) actual and reasonable accommodation expenses in the headquarters city for a period not to exceed five nights, when it is the location of the non-dependent child who is critically ill or is the place of interment or memorial service (where this is in lieu of interment), incurred by members of the family unit.

54.9.2 In the event of death or critical illness (including critical injury) of a non-dependent child of a previous marriage of an employee or of an employee's spouse or common-law partner, where such child does/did not qualify as a member of the family unit, the deputy head shall authorize an allowance for the following expenses incurred by the parent of a non-dependent child and by an infant or small child who is obliged to accompany a parent on compassionate travel:

- (a) actual and reasonable return travelling expenses incurred to the location of the non-dependent child who is critically ill or the place of interment or memorial service (where this is in lieu of interment), minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the non-dependent child; and
- (b) actual and reasonable accommodation expenses incurred in the headquarters city, for a period not to exceed five nights, when it is the location of the non-dependent child who is critically ill or is the place of interment or memorial service (where this is in lieu of interment).

54.10 Death or Critical Illness/Injury – Non-Custodial Parent

54.10.1 In the event of death or critical illness (including critical injury) of the non-custodial parent of a child, who is residing with the employee at the post, or who is a dependent student as defined in FSD 2 – Definitions and is attending an educational institution outside Canada under the provisions of FSD 34 – Education Allowances, the deputy head shall authorize an allowance for the child and, when approved in advance by the deputy head, for the child's custodial parent or step-parent for:

- (a) actual and reasonable return travelling expenses to the location of the child's other parent or the place of interment or memorial service (where this is in lieu of interment), minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the child's other parent; and
- (b) actual and reasonable accommodation expenses in the headquarters city, for a period not to exceed five nights, when it is the location of the child's other parent or is the place of interment or memorial service (where this is in lieu of interment).

54.11 Death or Critical Illness/Injury – Sibling

54.11.1 In the event of death or critical illness (including critical injury) of a brother or sister (including half-brothers and half-sisters) of an employee or of an employee's spouse or common-law partner, the deputy head shall authorize an allowance for the following expenses incurred by the employee or the employee's spouse or common-law partner and for an infant or small child who is obliged to accompany a parent on compassionate travel and by the parent of the employee or of the employee's spouse or common-law partner who is a dependant in accordance with FSD 2 – Definitions and who is also the parent of the person who is critically ill or who has died:

- (a) actual and reasonable return travelling expenses incurred to the location of the relative who is critically ill or the place of interment or memorial service (where this is in lieu of interment), minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the relative; and
- (b) actual and reasonable accommodation expenses incurred in the headquarters city for a period not to exceed five nights, when it is the location of the relative who is critically ill or is the place of internment or memorial service (where this is in lieu of interment).

54.12 Death – Member of the Family Unit

54.12.1 In the event of death of a member of the family unit not residing at the employee's post, or a child receiving care or training at an institution in Canada, by reason of a mental or physical disability, including a dependent adult child, the deputy head shall authorize an allowance for the following expenses incurred by members of the family unit:

(a) actual and reasonable return travelling expenses for:

- (i) the members of the family unit residing at the employee's post, to the place of death and location of interment or memorial service (where this is in lieu of interment), minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and location of interment or memorial service (where this is in lieu of interment); and/or
- (ii) a dependent student, to the location of interment or memorial service (where this is in lieu of interment), minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and location of interment or memorial service (where this is in lieu of interment); and

(b) actual and reasonable accommodation expenses for:

- (i) the members of the family unit residing at the employee's post, at the place of death and in the headquarters city when it is the place of interment or memorial service (where this is in lieu of interment), for a period not to exceed five nights; and/or
- (ii) the members of the family unit not residing at the employee's post, in the headquarters city when it is the place of interment or memorial service (where this is in lieu of interment), for a period not to exceed five nights.

54.12.2 In the event of death of a member of the family unit at the employee's post where interment takes place at the post, the deputy head shall authorize an allowance for actual and reasonable return travelling expenses incurred by members of the family unit who are not residing at the employee's post for:

(a) a dependent student to the employee's post; and/or

(b) a member of the family unit who is not a dependent student, to the employee's post, minus the employee's share which shall be established pursuant to

subsection 54.1.2 for return travelling expenses between the headquarters city and the location of the member of the family unit who is travelling.

54.13 Death During Temporary Absence

54.13.1 In the event of death of a member of the family unit normally residing at the employee's post who is temporarily absent from the post for any reason other than temporary duty or for the purpose of undergoing medical treatment at a location approved by the deputy head, and interment or memorial service (where this is in lieu of interment) takes place away from the post, the deputy head shall authorize an allowance for the following expenses incurred by members of the family unit or a suitable person to accompany if required:

(a) actual and reasonable return travelling expenses for:

- (i) the members of the family unit residing at the employee's post, to the place of death and location of interment or memorial service (where this is in lieu of interment), minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and place of death and location of interment or memorial service (where this is in lieu of interment); and/or
- (ii) a dependent student, to the location of interment or memorial service (where this is in lieu of interment), minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and location of interment or memorial service (where this is in lieu of interment); and

(b) actual and reasonable accommodation expenses in the headquarters city when it is the place of interment or memorial service (where this is in lieu of interment), for a period not to exceed five nights.

54.13.2 In the event of death of a member of the family unit at the employee's post or at a location approved by the deputy head where the deceased, who normally resided at the employee's post, was undergoing medical treatment, and interment or memorial service (where this is in lieu of interment) takes place away from the post, the deputy head shall authorize an allowance for the following expenses incurred by members of the family unit or a suitable person to accompany if required:

(a) actual and reasonable return travelling expenses for:

- (i) the members of the family unit residing at the employee's post, to the place of death and location of interment or memorial service (where this is in lieu of interment), minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and location of interment or memorial service (where this is in lieu of interment); and/or
 - (ii) a dependent student, to the location of interment or memorial service (where this is in lieu of interment), minus the employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and location of interment or memorial service (where this is in lieu of interment); and
- (b) actual and reasonable accommodation expenses for:
- (i) the members of the family unit residing at the employee's post, at the place of death and in the headquarters city when it is the place of interment or memorial service (where this is in lieu of interment), for a period not to exceed five nights; and/or
 - (ii) the members of the family unit not residing at the employee's post, in the headquarters city when it is the place of interment or memorial service (where this is in lieu of interment), for a period not to exceed five nights.

54.14 Death – Parent

54.14.1 In the event of death of a parent as defined in this directive of either employee or an employee's spouse or common-law partner, the deputy head shall authorize an allowance for the following expenses incurred by the employee and the employee's spouse or common-law partner and by a minor child (less than 18 years of age) who is obliged to accompany a parent on compassionate travel:

- (a) actual and reasonable return travelling expenses incurred to the place of interment or memorial service (where this is in lieu of interment), minus an employee's share which shall be established pursuant to subsection 54.1.2 for return travelling expenses between the headquarters city and the place of interment or memorial service (where this is in lieu of interment); and
- (b) actual and reasonable accommodation expenses incurred in the headquarters city when it is the place of interment or memorial service (where this is in lieu of interment), for a period not to exceed five nights.

54.14.2 Subject to the definition of parent as defined in this directive, the provisions of subsection 54.15.1 can be requested throughout the employee's career, twice for the employee and twice for the spouse or common-law partner.

54.15 Leave

54.15.1 Where it is not feasible for the employee to travel during non-working hours to the destination and/or to the post, the deputy head shall authorize travel leave for an employee who is in receipt of an allowance under this directive for a period equal to the travelling time between the employee's post and:

- (a) the location of the dependent child, in the event of illness or death of a dependent child; or
- (b) the destination less the travelling time between the destination and the headquarters city in all other cases.

54.16 Managerial Discretion

54.16.1 In special situations the deputy head, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, may extend, on the basis of guidelines prepared by the National Joint Council Committee on Foreign Service Directives, the provisions of this directive which deal with the "family unit" to include reimbursement of travel assistance for children of the employee over the age of 21 years.

54.16.2 Notwithstanding the specific limitations prescribed in this directive, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, the deputy head may authorize an additional amount to offset expenses which are incurred due to circumstances beyond the employee and dependants' control, such as quarantine requirements because of a public health measure.

54.17 Reporting

54.17.1 Provisions for the issuance and verification of travel allowances under this directive are found in FSD 70 – Allowances and Reporting Requirements.

Part VIII - Allowances and related provisions

FSD 55 - Post Living Allowance

Scope

Introduction

To assist employees at posts where the cost of living is higher than in Ottawa/Gatineau, the employer provides a non-accountable allowance to compensate for the higher costs of purchasing goods and services at post.

Directive

55.1 Application

55.1.1 The deputy head shall authorize a Post Living Allowance (PLA) for each employee serving at a post for which the post index is greater than 100, in accordance with Appendix A of this directive, where:

- (a) employees shall be compensated for the actual % of salary spent at post, calculated on the basis of their nominal salary, and reflecting the post index adjustment;
- (b) nominal salary is the mid-point of an employee's salary band, as shown in Appendix A of this directive; and
- (c) the post index expresses the price differential between the post and Ottawa, as reported to the deputy head on a monthly basis by Statistics Canada.
<https://www150.statcan.gc.ca/n1/en/catalogue/62-013-X>

55.2 Effective Date

55.2.1 Except where otherwise provided, the PLA shall commence on the first compensation day following the employee's arrival at a post and shall cease on the first compensation day following the employee's last day of duty at that post.

55.2.2 Where an employee is transferred from one post to another, the PLA calculated in accordance with subsection 55.1.1 shall continue until the day of the employee's arrival at the new post except, where:

- (a) that day is not a compensation day, in which case the PLA shall continue until the last compensation day immediately prior to the day of arrival at the new post; or
- (b) 25 compensation days have elapsed since the employee departed the previous post, in which case continuation of the PLA shall be subject to subsection 55.2.1 or 55.3.1 as applicable.

55.3 Change to Salary

55.3.1 The PLA shall be adjusted to reflect any change in the employee's gross annual salary, including acting pay for the performance of regular duties or for the performance of duties in another position on a temporary basis during an assignment at a post, where such change results in movement to a higher salary band for the purpose of determining the employee's nominal salary.

55.3.2 Where a retroactive salary adjustment is authorized on or after October 1, 1989, for employees subject to these directives, either as a result of a collective agreement or unilateral action by the employer, the effective date of the employee's eligibility for a new rate of Post Living Allowance under FSD 55 shall be the effective date of the change in salary, not the date of the instrument effecting the change.

55.4 Methodology

55.4.1 Appendix A of this directive shall be revised, in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#):

- (a) on June 1st of each year, to reflect annual inflation as reported by Statistics Canada which reflects the Consumer Price Index for the preceding twelve month period ending December 31st; and
- (b) on June 1st following the publication of the results of Statistics Canada's Survey of Household Spending (SHS) conducted on a four-year cycle.

55.4.2 A post index shall be applied by the deputy head on the validity date determined on the basis of statistical information provided on a monthly basis by Statistics Canada.

55.4.3 Changes to the post index shall be effective on validity dates as follows:

- (a) in the case of changes resulting from a full-scale survey, on the first day of the month next following the month in which Statistics Canada has made its determination;
- (b) in the case of devaluation or revaluation of a currency, on the first day of the month next following such change;
- (c) in the case of revisions resulting from the monthly review of post indexes by Statistics Canada, on the first day of the month next following determination of the requirement for revision.

55.4.4 International retail prices and costs surveys which are required to establish post indexes for the purpose of this directive are scheduled by Statistics Canada from time to time. Such surveys are to be completed in a timely manner, subject to operational requirements of the post being surveyed.

55.4.5 Notwithstanding section 107 of the *Federal Public Sector Labour Relations Act*, a revision to a post index and resultant change in the PLA shall not constitute a change in terms and conditions of employment for an employee subject to the Foreign Service Directives.

55.4.6 At posts where exchange rate information may be deficient with respect to the application of post index methodology by Statistics Canada, as agreed to in the NJC FSD Committee, employees may be required to document the exchange rates received for their purchases of local currency on a monthly basis.

55.5 Temporary Absence

55.5.1 Where an unaccompanied employee is absent from the post on temporary duty, under emergency evacuation conditions or on leave with pay, for more than 25 compensation days, the PLA shall cease on the 26th compensation day and shall resume on the first compensation day following the employee's return to the post.

55.5.2 Where an accompanied employee is absent from the post on temporary duty, under emergency evacuation conditions or on leave with pay, for more than 25 compensation days, the PLA:

- (a) shall continue to be paid as long as a dependant remains in the employee's residence at the post with the approval of the deputy head;
- (b) shall terminate on the first compensation day following the date of departure of the last of the dependants from the employee's residence at the post, or on the 26th compensation day following the employee's departure, whichever is the later; and
- (c) shall resume on the first compensation day following either the return of the employee or of a dependant, with deputy head approval, whichever return date is the earlier.

Appendix A - Annual Post Living Allowance – Nominal Salary

Effective Date: June 1, 2025

This table reflects the adjustment which applies to the nominal salary as specified in section 55.1. The annual salary is in Canadian dollars.

Salary Range		Midpoint/ Nominal Salary	Adjustment
Lower Bound	Upper Bound		
40,450	41,449	40,950	1.118
41,450	42,449	41,950	1.095
42,450	43,449	42,950	1.073
43,450	44,449	43,950	1.051
44,450	45,449	44,950	1.031
45,450	46,449	45,950	1.011
46,450	47,449	46,950	0.993
47,450	48,449	47,950	0.975
48,450	49,449	48,950	0.957
49,450	50,449	49,950	0.941
50,450	51,449	50,950	0.925
51,450	52,449	51,950	0.910
52,450	53,449	52,950	0.895
53,450	54,449	53,950	0.881
54,450	55,449	54,950	0.867
55,450	56,449	55,950	0.854
56,450	57,449	56,950	0.842
57,450	58,449	57,950	0.829
58,450	59,449	58,950	0.818
59,450	60,449	59,950	0.806
60,450	61,449	60,950	0.795
61,450	62,449	61,950	0.784
62,450	63,449	62,950	0.774

Salary Range		Midpoint/ Nominal Salary	Adjustment
Lower Bound	Upper Bound		
63,450	64,449	63,950	0.764
64,450	65,449	64,950	0.754
65,450	66,449	65,950	0.745
66,450	67,449	66,950	0.736
67,450	68,449	67,950	0.727
68,450	69,449	68,950	0.718
69,450	70,449	69,950	0.710
70,450	71,449	70,950	0.702
71,450	72,449	71,950	0.694
72,450	73,449	72,950	0.686
73,450	74,449	73,950	0.679
74,450	75,449	74,950	0.671
75,450	76,449	75,950	0.664
76,450	77,449	76,950	0.657
77,450	78,449	77,950	0.651
78,450	79,449	78,950	0.644
79,450	80,449	79,950	0.638
80,450	81,449	80,950	0.632
81,450	82,449	81,950	0.625
82,450	83,449	82,950	0.620
83,450	84,449	83,950	0.614
84,450	85,449	84,950	0.608
85,450	86,449	85,950	0.603
86,450	87,449	86,950	0.597
87,450	88,449	87,950	0.592

Salary Range		Midpoint/ Nominal Salary	Adjustment
Lower Bound	Upper Bound		
88,450	89,449	88,950	0.587
89,450	90,449	89,950	0.582
90,450	91,449	90,950	0.577
91,450	92,449	91,950	0.572
92,450	93,449	92,950	0.567
93,450	94,449	93,950	0.563
94,450	95,449	94,950	0.558
95,450	96,449	95,950	0.554
96,450	97,449	96,950	0.549
97,450	98,449	97,950	0.545
98,450	99,449	98,950	0.541
99,450	99,999	99,725	0.538
100,000	100,000+	100,000	0.537

Notes:

- (1) This Appendix shall be adjusted annually on June 1st in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).
- (2) Where an employee assigned abroad is in receipt of an annual salary which is lower than \$40,450, the department must contact the NJC to obtain the information necessary to administer this allowance.

Formula for Calculating Allowances

- (1) Select the salary range in which the annual salary falls.
- (2) Take the Midpoint/Nominal salary and multiply by the adjoining adjustment.
- (3) Take the product and multiply by the post index, e.g. 130, then divide by 100.

- (4) Subtract the product of #2 from the result, and you will have your annual Post Living Allowance.
- (5) In accordance with the methodology agreed to by the NJC FSD Committee, the maximum midpoint/nominal salary is \$100,000 for the purpose of determining Post Living Allowance.

Example 1

- A salary of \$69,700 falls into the salary range of \$69,450 to \$70,449, of which the Midpoint/Nominal salary is \$69,950.
- Multiply \$69,950 by 0.710, which yields \$49,665.
- Multiply \$49,665 by a post index of 130 (e.g.), then divide by 100.
- The result is \$64,565. Subtract \$49,665 and the result is an annual Post Living Allowance of \$14,900

Example 2

- A salary of \$120,350 falls into the salary range of \$100,000 to \$100,000+, of which the Mid-point/Nominal salary is \$100,000.
- Multiply \$100,000 by 0.537 which yields \$53,700.
- Multiply \$53,700 by a post index of 130 (e.g.), then divide by 100.
- The result is \$69,810. Subtract \$53,700 and the result is an annual Post Living Allowance of \$16,110.

FSD 56 - Foreign Service Incentive Allowances

Scope

Introduction

Foreign Service Incentive Allowances consist of two tax-free allowances provided as incentives to foreign service.

The Foreign Service Premium is provided as an incentive to foreign service and as such recognizes that there are disutilities and disincentives, some of which may be financial, resulting from service outside Canada. The premium varies according to the employee's family configuration and service outside Canada and is payable to employees to whom the Foreign Service Directives apply in accordance with FSD 3 – Application and FSD 8 – Short-Term Assignments.

The Post Specific Allowance is a non-accountable travel allowance designed to assist employees in travelling from post and reflects 80% of return unrestricted full economy air fare between the employee's post and the headquarters city or where an unrestricted full economy airfare is not available, 100% of the highest available economy class airfare. This allowance is only available when an employee is not subject to the provisions of FSD 46 – Post Leave Option.

Definition

Note: *This definition only applies to this directive.*

Child (*enfant*) refers to a dependant as defined in FSD 2 – Definitions.

Directive

56.1 Application

56.1.1 Unless otherwise indicated, this directive applies to career foreign service employees and to foreign assignment employees.

56.2 Foreign Service Premium

56.2.1 In accordance with this directive, the deputy head shall authorize the payment of a Foreign Service Premium to an employee on the basis of the employee's family configuration and service outside Canada, calculated in accordance with Appendix A of this directive.

56.2.2 Appendix A of this directive shall be updated annually on April 1st, in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

56.3 Employee-Couple

56.3.1 Each employee of an employee-couple who is assigned to the same post shall receive the unaccompanied rate of Foreign Service Premium except that, where a dependant resides with the employee-couple at the post, one employee shall be considered as unaccompanied and the other employee as accompanied at the appropriate dependant rate.

56.3.2 Each employee of an employee-couple who is assigned to different posts shall receive the unaccompanied rate of Foreign Service Premium except that, where a dependant resides with the employee, the employee shall be considered as accompanied at the appropriate dependant rate.

56.4 Premium Rates

56.4.1 Subject to sections 56.8 and 56.9, an employee shall be entitled to a Foreign Service Premium at the applicable rate as specified in Appendix A of this directive having regard for the employee's step level and employee's family configuration as defined in FSD 2 – Definitions. A single parent whose children are dependent students as defined in FSD 2 – Definitions shall be entitled to the accompanied by one dependant rate.

56.5 Foreign Service Points

56.5.1 Points shall be calculated for service outside Canada at the rate of one point per month of service as defined in FSD 2 – Definitions for all employees effective April 1, 1979. Points accumulated prior to April 1, 1979 were calculated as outlined in Appendix C of this directive – Foreign Service Premium Point Calculation Prior to April 1, 1979.

56.5.2 Subject to section 56.10, points accumulated for service outside Canada are portable and non-lapsing. Consequently, progression from one step to the next higher step may occur in mid-tour.

56.5.3 In determining the rate of Foreign Service Premium under this directive, an employee shall receive credit for Foreign Service Premium points earned under the Military Foreign Service Instructions (MFSI). This provision extends to public service employees with service under the MFSI and to members of the Canadian Forces where such service qualifies as continuous employment in the public service for leave and severance pay purposes.

56.6 Foreign Service Steps

56.6.1 In determining the appropriate step of Foreign Service Premium, an employee shall receive credit for service outside Canada and progression shall be based on points earned for such service.

56.6.2 An employee shall receive the applicable Step I rate of Foreign Service Premium until 24 points have been accumulated.

56.6.3 Subject to section 56.10, an employee shall receive:

- (a) the Step II rate of Foreign Service Premium upon accumulation of 24 points;
- (b) the Step III rate of Foreign Service Premium upon accumulation of 60 points;

- (c) the Step IV rate of Foreign Service Premium upon accumulation of 96 points;
- (d) the Step V rate of Foreign Service Premium upon accumulation of 132 points; and
- (e) the Step VI rate of Foreign Service Premium upon accumulation of 168 points.

56.7 Effective Date

56.7.1 Except where otherwise provided, unless an employee is cross-posted from one post to another post, in which case the Foreign Service Premium shall continue without interruption, an employee's entitlement to a Foreign Service Premium shall:

- (a) commence on the first compensation day following the employee's arrival at the post; and
- (b) cease on the first compensation day following the employee's last day on duty at the post.

56.8 Change in Family Size

56.8.1 Where an employee is in receipt of a Foreign Service Premium in accordance with section 56.2, the premium shall be adjusted to reflect a change in family size where a dependant, as defined in FSD 2 – Definitions:

- (a) takes up permanent residence with the employee at the post; or
- (b) ceases to be a dependant or takes up a separate domicile; or
- (c) departs the post permanently in advance of an employee.

56.8.2 The change shall be effective on the first compensation day following the event except that, where a dependant has left the employee's post in advance of a cross-posting, such departure shall be considered as a temporary absence and the provisions of subsection 56.9.1 shall apply.

56.9 Temporary Absence of Dependant

56.9.1 Where an employee receives an accompanied rate of Foreign Service Premium in accordance with subsection 56.4.1, the premium shall be adjusted to reflect a change in family size where a dependant is temporarily absent from the employee's post for more than 25 compensation days. The change will be effective on the 26th compensation day and shall resume on the first compensation day following the return of the dependant to the employee's post, except that:

- (a) this section shall not apply to an employee who is a single parent and is in receipt of the "accompanied by one dependant" rate of premium where the dependant is

a dependent student under section 56.4; and

- (b) in cases of absence of a dependant from the employee's post, the deputy head may authorize continued payment of the Foreign Service Premium at the appropriate accompanied rate for a period of up to six months from the date of departure of the dependant, where, in the deputy head's opinion, such continuation will facilitate operational objectives. Such cases shall be reported to the appropriate foreign service interdepartmental coordinating committee.

56.9.2 For the purposes of subsection FSD 56.9.1, where dependants are absent from the post for a continuous period of more than 25 compensation days and must quarantine at a location which is not the post due to local requirements, the Foreign Service Premium shall resume on the first compensation day following the commencement of the quarantine period rather than the return to the employee's residence.

56.10 Termination of Premium

56.10.1 Notwithstanding section 56.6, no premium is payable, without the approval of the deputy head, to an employee who has served seven consecutive years at the same post. Where an exception is made, a report shall be made to the Treasury Board Secretariat outlining the program-related circumstances which justify this exception.

56.10.2 Notwithstanding subsection 56.5.1, where payment of the premium has been terminated in accordance with subsection 56.10.1, the employee shall cease to accumulate points for service outside Canada during the period in which payment of the premium is not authorized.

56.11 Post Specific Allowance

56.11.1 Subject to the provisions of subsections 56.11.4 and 56.11.5, an employee is entitled to a non-accountable Post Specific Allowance, in accordance with Appendix B of this directive. The allowance is payable in accordance with subsections 49.3.1, 49.3.2 and 49.3.3.

56.11.2 The allowance shall be established in accordance with the methodology agreed to by the NJC FSD Committee for FSD 50 – Post Travel Assistance and section 56.11 – Post Specific Allowance effective June 1st of each year as described in the [Guide to Rates and Allowances – Foreign Service Directives](#) and as published in Appendix B of FSD 56 – Foreign Service Incentive Allowances to be equivalent to:

- (a) 80% of an unrestricted full economy airfare for return travel from the employee's post to the headquarters city; or
- (b) where there is no unrestricted full economy airfare for all or a portion of the journey, 100% of the highest available economy class airfare.

56.11.3 The intent of this allowance is to assist an employee with miscellaneous travel requirements, which are a consequence of foreign service. There is no requirement for employees to maintain or provide proof of travel.

56.11.4 The Post Specific Allowance becomes payable:

- (a) on the first compensation day following the employee's arrival at post unless the employee has elected for the provisions of FSD 46 – Post Leave Option; or
- (b) on such date as may be determined by the deputy head for employees who are subject to the provisions of FSD 46 – Post Leave Option and have accumulated 40 days of post leave credits in accordance with the provisions of FSD 46 – Post Leave Option.

56.11.5 Except that, following receipt of a Posting Confirmation Form (or equivalent) and prior to arrival at post, an employee may request an advance of one year's Post Specific Allowance, for the purpose of a spousal job-hunting trip at the post, or for making arrangements at post for education of one or more accompanying dependants, or for travel of a dependant or other person on a house hunting trip. Where an advance has been authorized, the employee will be required to provide evidence that the allowance was used for the purpose it was issued.

56.11.6 An employee may elect for post leave, in accordance with FSD 46 – Post Leave Option, in lieu of the Post Specific Allowance, at any time after the commencement of payment of the Post Specific Allowance, by advising their FSD Administrator in writing two months prior to the date of the desired change. Employees may change their election no more than once per year.

Appendix A - Foreign Service Premium – Section 56.2

Effective Date: April 1, 2025

This table reflects the annual foreign service premium rates in Canadian dollars effective April 1st, 2025.

UNACCOMPANIED						
Steps	I	II	III	IV	V	VI
Points	(1-24)	(25-60)	(61-96)	(97-132)	(133-168)	(169+)
Premium	9,005	13,509	17,560	19,316	21,248	22,948
ACCOMPANIED BY ONE DEPENDANT						
Steps	I	II	III	IV	V	VI
Points	(1-24)	(25-60)	(61-96)	(97-132)	(133-168)	(169+)
Premium	12,608	18,911	24,589	27,045	29,751	32,129
ACCOMPANIED BY TWO DEPENDANTS						
Steps	I	II	III	IV	V	VI
Points	(1-24)	(25-60)	(61-96)	(97-132)	(133-168)	(169+)
Premium	15,130	22,692	29,504	32,451	35,697	38,555
ACCOMPANIED BY THREE DEPENDANTS						
Steps	I	II	III	IV	V	VI
Points	(1-24)	(25-60)	(61-96)	(97-132)	(133-168)	(169+)
Premium	15,887	23,828	30,976	34,074	37,483	40,481
ACCOMPANIED BY FOUR OR MORE DEPENDANTS						
Steps	I	II	III	IV	V	VI
Points	(1-24)	(25-60)	(61-96)	(97-132)	(133-168)	(169+)
Premium	16,679	25,020	32,524	35,780	39,357	42,509

Note: This appendix shall be adjusted annually on April 1st in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

Appendix B - Post Specific Allowance (PSA) – Section 56.11

Effective Date: June 1, 2025

This table reflects the annual Post Specific Allowance (PSA) rates in Canadian dollars effective June 1, 2025, where the headquarters city is Ottawa.

Post	PSA (CAD) \$
Abidjan, Cote d'Ivoire	7,166
Abu Dhabi, United Arab Emirates	5,545
Abuja, Nigeria	6,916
Accra, Ghana	4,478
Addis Ababa, Ethiopia	3,369
Algiers, Algeria	3,584
Amman, Jordan	3,451
Ankara, Turkey	6,445
Astana, Kazakhstan	4,575
Athens, Greece	3,369
Atlanta, USA	3,084
Auckland, New Zealand	7,137
Baghdad, Iraq	7,598
Bamako, Mali	3,703
Bandar Seri Begawan, Brunei Darussalam	11,329
Bangalore, India	5,261
Bangkok, Thailand	6,930
Barcelona, Spain	4,486
Beijing, China	12,211
Beirut, Lebanon	4,958
Belgrade, Serbia	4,143
Berlin, Germany	5,134
Berne, Switzerland	5,057
Bogota, Colombia	5,157
Boston, USA	1,740

Post	PSA (CAD) \$
Brasilia, Brazil	8,604
Bratislava, Slovakia	3,097
Bridgetown, Barbados	4,585
Brussels, Belgium	4,367
Bucharest, Romania	4,050
Budapest, Hungary	3,756
Buenos Aires, Argentina	8,652
Cairo, Egypt	2,659
Canberra, Australia	10,567
Chandigarh, India	5,405
Chicago, USA	3,026
Chongqing, China	11,459
Colombo, Sri Lanka	3,442
Colorado Springs, USA	3,476
Copenhagen, Denmark	3,738
Cotonou, Benin	7,311
Dakar, Senegal	6,517
Dallas, USA	3,439
Dar-es-Salaam, Tanzania	5,721
Denver, USA	3,472
Detroit, USA	2,896
Dhaka, Bangladesh	3,623
Doha, Qatar	3,606
Dubai, United Arab Emirates	4,083
Dublin, Ireland	4,661
Düsseldorf, Germany	5,232
Erbil, Iraqi Kurdistan	6,665

Post	PSA (CAD) \$
Geneva, Switzerland	4,913
Georgetown, Guyana	4,273
Guadalajara, Mexico	5,352
Guangzhou, China	12,046
Guatemala, Guatemala	6,495
Hague, Netherlands	4,196
Hanoi, Vietnam	12,527
Harare, Zimbabwe	3,660
Havana, Cuba	5,983
Helsinki, Finland	4,129
Ho Chi Minh, Vietnam	12,521
Hong Kong, China	5,136
Houston, USA	3,466
Islamabad, Pakistan	5,356
Istanbul, Turkey	6,269
Jakarta, Indonesia	8,097
Johannesburg, South Africa	6,425
Juba, Sudan	4,210
Kigali, Rwanda	5,203
Kingston, Jamaica	3,992
Kinshasa, Democratic Republic of Congo	7,488
Kuala Lumpur, Malaysia	14,875
Kuwait City, Kuwait	3,648
Kyiv, Ukraine	5,204
La Paz, Bolivia	7,058
Lagos, Nigeria	7,335
Lima, Peru	6,787

Post	PSA (CAD) \$
Lisbon, Portugal	3,943
London, UK	4,360
Los Angeles, USA	2,967
Lusaka, Zambia	3,830
Lyon, France	6,420
Madrid, Spain	4,491
Managua, Nicaragua	6,449
Manila, Philippines	8,948
Maputo, Mozambique	5,784
Mexico City, Mexico	4,793
Miami, USA	2,899
Milan, Italy	4,563
Minneapolis, USA	2,963
Monterrey, Mexico	4,841
Montevideo, Uruguay	8,065
Moscow, Russia	4,726
Mumbai, India	5,262
Munich, Germany	5,106
Nagoya, Japan	8,761
Nairobi, Kenya	3,783
New Delhi, India	5,222
New York, USA	1,877
Oslo, Norway	3,297
Ouagadougou, Burkina Faso	6,472
Panama City, Panama	5,808
Paris, France	4,499
Phnom Penh, Cambodia	13,457

Post	PSA (CAD) \$
Port-au-Prince, Haiti	8,103
Port-of-Spain, Trinidad and Tobago	4,426
Prague, Czech Republic	3,943
Pretoria, South Africa	6,425
Quito, Ecuador	7,063
Rabat, Morocco	7,695
Ramallah, West Bank	5,696
Reykjavik, Iceland	2,223
Riga, Latvia	4,120
Rio de Janeiro, Brazil	7,557
Riyadh, Saudi Arabia	3,938
Rome/Vatican, Italy	4,569
San Diego, USA	3,016
San Francisco, USA	3,483
San Jose, Costa Rica	4,411
San Salvador, El Salvador	5,460
Santiago, Chile	7,765
Santo Domingo, Dominican Republic	5,851
Sao Paulo, Brazil	7,544
Seattle, USA	3,476
Seoul, South Korea	4,682
Shanghai, China	12,309
Singapore, Singapore	6,830
Stockholm, Sweden	3,775
Suva, Fiji	4,328
Sydney, Australia	10,015
Taipei, Taiwan	3,280

Post	PSA (CAD) \$
Tallin, Estonia	4,074
Tegucigalpa, Honduras	5,595
Tel Aviv, Israel	5,714
Tokyo, Japan	8,512
Tunis, Tunisia	2,855
Ulaanbaatar, Mongolia	9,267
Vienna, Austria	4,397
Vientiane, Laos	9,232
Vilnius, Lithuania	3,681
Warsaw, Poland	3,658
Washington DC, USA	2,238
Wellington, New Zealand	3,722
Yangon, Myanmar (Burma)	6,124
Yaoundé, Cameroon	5,375
Yerevan, Armenia	3,960
Zagreb, Croatia	5,371

Note: This appendix shall be adjusted in accordance with the methodology agreed to by the NJC FSD Committee and as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

Appendix C - Foreign Service Premium Point Calculation Prior to April 1, 1979

Prior to April 1, 1979, the Foreign Service Premium points were calculated as follows:

- (a) before July 1, 1975, for foreign assignment employees, at the rate of one point per month of service from October 1, 1972, or from January 1, 1973, for those employees subject to the *Foreign Service Regulations* on December 31, 1972;

(b) before July 1, 1975, for career foreign service employees, at the rate of one point per month of service;

(c) between July 1, 1975, and April 1, 1979, for all employees, at the rate of:

- (i) 1 point per month of service at posts which were not listed in Appendix B of FSD 58 – Post Differential Allowance (1975);
- (ii) 25 points per month of service at posts which were rated at Levels I and II in Appendix B of FSD 58 - Post Differential Allowance (1975); and
- (iii) 5 points per month of service at posts which were rated at Levels III and IV in Appendix B of FSD 58 - Post Differential Allowance (1975).

FSD 58 - Post Differential Allowance

Scope

Introduction

This allowance is payable in accordance with Appendices A and B of this directive in recognition of undesirable conditions existing at certain posts. The Deputy Minister of Foreign Affairs has been delegated authority to amend post rating levels, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, as and when required.

Directive

58.1 Application

58.1.1 The deputy head shall authorize payment of a Post Differential Allowance at the applicable rate having regard for the post rating level and the employee's family configuration as defined in FSD 2 – Definitions, as shown in Appendix A of this directive, where:

- (a) the amounts of Post Differential Allowance shall be revised on April 1st of each year in accordance with the methodology agreed to by the NJC FSD Committee, as described in the [Guide to Rates and Allowances – Foreign Service Directives](#) and shown in Appendix A of this directive; and
- (b) the post rating levels shall be established and/or amended by the Deputy Minister of Foreign Affairs, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, as and when required, and shown in Appendix B of this directive.

58.2 Employee-Couple

58.2.1 The unaccompanied rate shall be paid to each employee of an employee-couple who are assigned to the same post, except that where a dependant resides with the employee-couple at the post, one employee shall be considered as unaccompanied and the other employee as accompanied at the appropriate dependant rate.

58.2.2 The unaccompanied rate shall be paid to each employee of an employee-couple who are assigned to different posts, except that where a dependant resides with the employee, the employee shall be considered as accompanied at the appropriate dependant rate.

58.3 Effective Date

58.3.1 Except where otherwise provided, an employee's Post Differential Allowance shall commence at the appropriate rate on the first compensation day following the employee's/dependant's arrival at the post and shall cease on the first compensation day following the employee's last day on duty at the post.

58.3.2 Where a dependant departs the post permanently in advance of an employee, the rate of Post Differential Allowance shall be reduced accordingly.

58.4 Bonus Payment

58.4.1 Following completion of 24 consecutive months of service as defined in FSD 2 – Definitions at one or more posts for which a Post Differential Allowance is payable, the Post Differential Allowance to which an employee is entitled, on the basis of family configuration and post rating level, shall be increased by 50%.

58.4.2 The following situations of temporary absence from post or between posts do not constitute a break in the 24 consecutive months of service under subsection 58.4.1, but, at the same time, cannot be counted as service to establish eligibility for the 50% bonus payment:

- (a) on paid leave;
- (b) under emergency evacuation conditions;
- (c) on temporary duty; or
- (d) on leave without pay (including leave without pay at post).

58.4.3 The bonus payment shall continue until the employee's final departure from a post at which a Post Differential Allowance is payable. Eligibility to the bonus payment

shall continue pursuant to this directive where:

- (a) the period of time spent on one or more assignments in Canada between an assignment to a post listed in Appendix B of this directive and an assignment to a post rated level I, II or III as listed in Appendix B does not exceed 30 consecutive months. A period of time spent on one or more assignments in Canada, includes any periods of leave without pay; or
- (b) the period of time spent on one or more assignments in Canada between an assignment to a post listed in Appendix B of this directive and an assignment to a post rated level IV or V as listed in Appendix B does not exceed 42 consecutive months. A period of time spent on one or more assignments in Canada includes any periods of leave without pay.

58.4.4 Where an employee is in receipt of the bonus payment at a post listed in Appendix B of this directive and the rating level is revised during the assignment of the employee to a non-hardship level resulting in the termination of the payment of the Post Differential Allowance, the employee's eligibility to the bonus payment shall be protected until the completion of the assignment, excluding any extensions, and subject to subsection 58.4.3.

58.4.5 Assignments in Canada for purposes of paragraph 58.4.3(b) commence on the date:

- (a) the employee reports for duty in Canada; or
- (b) if an employee is granted leave without pay following final departure from post prior to reporting for duty in Canada, the start of leave without pay.

58.4.6 The 50% bonus payment authorized under this section shall not be taken into consideration in calculating an additional amount of Post Differential Allowance or special payment under subsection 58.5.2.

58.5 Additional Allowance due to Extraordinary Conditions

58.5.1 In the event of extraordinary conditions arising out of active hostilities and/or natural disasters at a post, the Deputy Minister of Foreign Affairs, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, shall implement one or more of the following measures:

- (a) establish a post rating level which recognizes extraordinary post conditions, where there was no Post Differential Allowance at the time;

- (b) revise the post rating level in effect at the time up to level V, to recognize extraordinary post conditions;
- (c) establish a special payment of up to 100% of the basic level V Post Differential Allowance to recognize extraordinary post conditions where a level V post rating was in effect at the time;
- (d) establish Respite Travel Assistance as necessary to provide for travel away from the post for the employee where travel provisions under the current directives are inadequate and where dependants are not authorized to be at post either as a result of an emergency evacuation or due to operational reasons where the deputy head directs an employee to accept an assignment on an unaccompanied basis;
- (e) in case of an emergency, establish or adjust a temporary post rating level in an extreme situation due to unexpected active hostilities or natural disaster, without the recommendation of the appropriate interdepartmental foreign service coordinating committee, where the Interdepartmental Hardship Post Committee cannot immediately assign a temporary post rating level. The new temporary post rating level would require a full review by the Interdepartmental Hardship Post Committee within three months of the temporary post rating level being established. The use of this discretion shall be reported annually as specified in subsection 70.5.1 of FSD 70 – Allowance and Reporting Requirements; and/or
- (f) recommend to the President of the Treasury Board such additional assistance as may be considered necessary, where current provisions are inadequate, because of unusual situations.

58.5.2 Where assistance is provided under subsection 58.5.1, payments and assistance shall be reviewed on an ongoing basis as determined by the Deputy Minister of Foreign Affairs and at a minimum of twice per year to determine whether the assistance should continue or be revised until such time as the conditions can be accommodated within the normal Post Differential Allowance rating scale.

58.5.3 The Deputy Minister of Foreign Affairs shall report to the NJC FSD Committee special payments in excess of 50% of the basic level V Post Differential Allowance and assistance authorized in accordance with paragraphs (c), (d) and (e) of subsection 58.5.1.

58.5.4 Where a post rating level or special payment has been established in accordance with subsection 58.5.1, the additional amount of Post Differential Allowance which shall

be payable over and above the Post Differential Allowance which was previously established shall be calculated as follows:

- (a) where there was no Post Differential Allowance authorized previously, the amount of Post Differential Allowance is the amount established in Appendix A of this directive on the basis of the post rating level and the employee's family size at the post;
- (b) where a level I, II, III or IV Post Differential Allowance was previously established, the additional amount of Post Differential Allowance is the difference between the basic amount of Post Differential Allowance in effect at the time and the basic amount of Post Differential Allowance up to level V as established in Appendix A of this directive on the basis of the employee's family configuration at the post;
- (c) where a level V Post Differential Allowance was previously established, the additional amount of Post Differential Allowance is the amount established as a special payment in accordance with paragraph 58.5.1(c) on the basis of the employee's family configuration at the post;
- (d) the additional amounts of Post Differential Allowance or special payments calculated in accordance with paragraphs 58.5.4(a), (b) and (c) shall be adjusted, where applicable, to reflect a change in the amount of basic Post Differential Allowance on April 1st of each year; and
- (e) notwithstanding the provisions of subsections 58.6.1 and 58.6.2, the additional amounts of Post Differential Allowance or special payments shall be payable during the period of extraordinary conditions, as determined by the Deputy Minister of Foreign Affairs in accordance with subsection 58.5.1, except that payments shall be limited to the period during which an employee and/or dependant is/are exposed to extraordinary conditions and shall be adjusted to reflect the employee's family configuration at the post.

58.5.5 The special payment or additional Post Differential Allowance paid pursuant to subsection 58.5.4 are to be calculated on the basis of the basic Post Differential Allowance and shall be paid in addition to the bonus payments generated pursuant to subsection 58.4.1.

58.5.6 The provisions of subsection 58.5.4 shall apply to all employees at a post during the period in which an additional amount of Post Differential Allowance or special payment is established to recognize extraordinary conditions, including an employee

on temporary duty, notwithstanding that such employee may not be otherwise subject to this directive.

58.6 Temporary Absence

58.6.1 Where an unaccompanied employee is absent from the post for any reason other than temporary duty or emergency evacuation for a continuous period of more than 25 compensation days, the Post Differential Allowance shall cease on the 26th compensation day and shall resume on the first compensation day following the employee's return to the post.

58.6.2 Where an unaccompanied employee is absent from the post due to temporary duty or emergency evacuation for a continuous period of more than 25 compensation days, the Post Differential Allowance shall cease on the 26th compensation day unless the temporary duty or the emergency evacuation is at a location for which a Post Differential Allowance is payable. Where the location of the temporary duty or emergency evacuation is a location for which a Post Differential Allowance is payable, the Post Differential Allowance applicable to the temporary place of duty becomes payable on the 26th compensation day at the temporary place of duty and ends on the first compensation day following the employee's departure from the temporary place of duty.

58.6.3 Where an employee is in receipt of a Post Differential Allowance at an accompanied rate, the rate of allowance shall be adjusted as follows:

- (a) where the employee and all dependants are absent from the post for any reason other than emergency evacuation for a continuous period of more than 25 compensation days, the allowance shall cease on the 26th compensation day following their departure and shall resume at the appropriate rate, as applicable, on the first compensation day following the return of the employee and/or dependant(s) to the post;
- (b) where either the employee or the dependant(s) is/are absent from the post for any reason other than emergency evacuation for a continuous period of more than 25 compensation days, the rate of allowance shall be adjusted to reflect the change in family size as applicable on the 26th compensation day following the departure of the employee and/or dependant and shall again be adjusted on the first compensation day following the employee's and/or dependant's return to the post;

- (c) where an employee is absent from the post on temporary duty at a location for which a Post Differential Allowance is not payable, the Post Differential Allowance shall be adjusted to reflect one dependant less at post;
- (d) where an employee is absent from the post on temporary duty at a location for which a Post Differential Allowance is applicable, the Post Differential Allowance applicable to the temporary place of duty shall become payable on the 26th compensation day at the unaccompanied rate in addition to the rate applicable to the family configuration for the dependant(s) who continue to reside at the post except that in no case shall the allowance exceed the Post Differential Allowance which would be applicable were the employee and dependant(s) at the post with the higher post rating level; or
- (e) where an employee and/or dependant(s) are absent from the post under emergency evacuation at a location for which a Post Differential Allowance is applicable, the Post Differential Allowance applicable to the temporary location shall become payable on the 26th compensation day of such emergency evacuation at the rate applicable to the family configuration located at the temporary location. Where the employee remains at the post, the Post Differential Allowance shall be payable as specified in paragraph (d) above.

58.6.4 For the purposes of FSD 58.6.1 and 58.6.3, where an employee and/or dependants are absent from the post for a continuous period of more than 25 compensation days and must quarantine at a location which is not the post due to local requirements, the Post Differential Allowance shall resume on the first compensation day following the commencement of the quarantine period rather than the return to the post.

Appendix A - Post Differential Allowance

Effective Date: April 1, 2025

This table reflects the annual Post Differential Allowance (PDA) rates in Canadian dollars effective April 1, 2025.

Post Rating	Unaccompanied	Accompanied by One Dependant	Accompanied by Two Dependents	Accompanied by Three Dependents	Accompanied by Four or More Dependents
	(\$)	(\$)	(\$)	(\$)	(\$)
I	4,400	5,723	6,610	6,826	7,001
II	6,613	8,600	9,921	10,255	10,583
III	8,807	11,448	13,214	13,652	14,091
IV	13,214	17,177	19,823	20,483	21,139
V	17,618	22,904	26,427	27,306	28,189

Note: The dollar amounts shall be adjusted annually on April 1st in accordance with the methodology agreed to by the NJC FSD Committee as described in the [Guide to Rates and Allowances – Foreign Service Directives](#).

Appendix B - Post Rating Levels and Additional Allowances

Effective Date: July 1, 2025

This table reflects the post rating levels and the additional allowances as established in accordance with paragraph 58.1.1(b) and section 58.5 of this directive.

Post	Post Rating Level	Temporary Level/ Special Payment FSD 58.5.1 (Effective Date)
Abidjan, Côte d'Ivoire	IV	
Abu Dhabi, United Arab Emirates	II	
Abuja, Nigeria	V	
Accra, Ghana	III	
Addis Ababa, Ethiopia	V	
Algiers, Algeria	V	
Amman, Jordan	IV	
Ankara, Turkey	III	

Post	Post Rating Level	Temporary Level/ Special Payment FSD 58.5.1 (Effective Date)
Astana, Kazakhstan (formerly Nur-Sultan)	V	
Athens, Greece	I	
Baghdad, Iraq	V	20% (2025/06/01)
Bamako, Mali	V	15% (2024/11/01)
Bandar Seri Begawan, Brunei Darussalam	II	
Bangalore, India	IV	
Bangkok, Thailand	III	
Beijing, China	III	
Beirut, Lebanon	V	
Belgrade, Serbia	III	
Bogotá, Colombia	IV	
Brasilia, Brazil	III	
Bridgetown, Barbados	II	
Bucharest, Romania	II	
Buenos Aires, Argentina	III	
Bydgoszcz, Poland	II	
Cairo, Egypt	IV	
Chandigarh, India	V	
Chongqing, China	IV	
Colombo, Sri Lanka	IV	
Cotonou, Benin	IV	
Dakar, Senegal	III	
Damascus, Syria	IV	V (2011/03/23)
Dar es Salaam, Tanzania	V	
Dhaka, Bangladesh	V	

Post	Post Rating Level	Temporary Level/ Special Payment FSD 58.5.1 (Effective Date)
Doha, Qatar	III	
Dubai, United Arab Emirates	II	
Elblag, Poland	I	
Erbil, Iraq	V	20% (2024/11/01)
Georgetown, Guyana	IV	
Guadalajara, Mexico	III	
Guangzhou, China	III	
Guatemala, Guatemala	IV	
Hanoi, Vietnam	IV	
Harare, Zimbabwe	IV	
Havana, Cuba	V	
Ho Chi Minh City, Vietnam	IV	
Hong Kong, China	I	
Islamabad, Pakistan	V	
Istanbul, Turkey	II	
Izmir, Turkey	II	
Jakarta, Indonesia	IV	
Johannesburg, South Africa	III	
Juba, South Sudan	V	35% (2025/04/01)
Khartoum, Sudan	V	
Kigali, Rwanda	III	
Kingston, Jamaica	IV	
Kinshasa, Democratic Republic of Congo	V	
Kuala Lumpur, Malaysia	II	
Kuwait City, Kuwait	III	

Post	Post Rating Level	Temporary Level/ Special Payment FSD 58.5.1 (Effective Date)
Kyiv, Ukraine	III	V (2022/10/01)
La Paz, Bolivia	IV	
Lagos, Nigeria	V	
Lima, Peru	III	
Lusaka, Zambia	IV	
Managua, Nicaragua	IV	(2020/04/01)
Manila, Philippines	III	
Maputo, Mozambique	V	
Mexico, Mexico	III	
Monterrey, Mexico	III	
Montevideo, Uruguay	II	
Moscow, Russia	IV	V (2024/02/01)
Mumbai, India	IV	
Nairobi, Kenya	IV	
New Delhi, India	V	
Ouagadougou, Burkina Faso	V	
Panama City, Panama	II	
Phnom Penh, Cambodia	IV	
Port-au-Prince, Haiti	V	55% (2024/03/09)
Port of Spain, Trinidad and Tobago	III	
Pretoria, South Africa	III	
Pyeongtaek, South Korea	I	
Quito, Ecuador	III	
Rabat, Morocco	III	
Ramallah, West Bank	IV	V (2025/04/01 – 2025/09/30)

Post	Post Rating Level	Temporary Level/ Special Payment FSD 58.5.1 (Effective Date)
Rio de Janeiro, Brazil	III	
Riyadh, Saudi Arabia	V	
San José, Costa Rica	III	
San Salvador, El Salvador	IV	
Santiago, Chile	III	
Santo Domingo, Dominican Republic	IV	
São Paulo, Brazil	III	
Seoul, South Korea	I	
Shanghai, China	III	
Sibiu, Romania	II	
Szczecin, Poland	I	
Taipei, Taiwan	II	
Tegucigalpa, Honduras	IV	
Tel Aviv, Israel	III	V (2025/06/13)
Thule, Greenland	II	
Tunis, Tunisia	V	
Ulaanbaatar, Mongolia	IV	
Valparaiso, Chile	I	
Vientiane, Laos	III	
Warsaw, Poland	II	
Wellington, India	III	
Yangon, Myanmar	V	
Yaoundé, Cameroon	V	
Yerevan, Armenia	III	

*** Special Risk Premium – paragraph 58.5.1(f)**

Notes:

- (1) The post rating levels and the additional allowances as shown in this appendix shall be revised and amended by the Deputy Minister of Foreign Affairs, on the recommendation of the appropriate foreign service interdepartmental coordinating committee, as and when required.
- (2) Notwithstanding section 107 of the *Federal Public Sector Labour Relations Act*, revisions to this appendix shall not constitute a change in terms and conditions of employment for employees subject to the Foreign Service Directives.

Part IX - Departure from mission

FSD 64 - Emergency Evacuation and Loss

Scope

Introduction

This directive is designed to provide for the emergency evacuation of an employee and/or a dependant from a post in the event of hostilities, natural disaster or other threatening circumstances; to safeguard an employee's material possessions during such absence; and to provide compensation for any loss resulting from the event which causes the evacuation.

These related provisions recognize that emergency evacuation from a post may result in an unanticipated financial burden on the employees involved. The following provisions have been developed to assist in defraying such expenses during the period of evacuation.

It is the responsibility of individual departments which are or may be involved in evacuation procedures to coordinate the implementation of the provisions of FSD 64 and related directives.

Directive

64.1 Application

64.1.1 The deputy head may authorize the emergency evacuation of an employee and/or a dependant from a post to a suitable location, including Canada. Where insufficient time or inadequate communications exist, the senior officer at the mission

may authorize the emergency evacuation. If subsequent conditions warrant, the return to the post of the employee and/or a dependant may be authorized. The following conditions apply for the evacuation from a post:

- (a) hostilities, natural disaster or other threatening circumstances necessitate such evacuation in order to ensure the safety of the person concerned;
- (b) no effective purpose, in particular the protection and emergency evacuation of other Canadian nationals, would be served by having the employee remain on duty at the post; and
- (c) such evacuation is more reasonable and expedient than direct transfer to another post or to Canada in accordance with FSD 15 – Relocation.

64.1.2 An employee evacuated pursuant to this directive is deemed to be on duty from the day of departure from the post until the return to that post or assignment to another post or to Canada as the case may be.

64.2 Travelling and Living Expenses

64.2.1 Where the deputy head has authorized an emergency evacuation of an employee and/or dependant from a post to an approved evacuation location, the deputy head shall authorize payment of the following expenses:

- (a) actual and reasonable travelling expenses between the post and the approved evacuation location;
- (b) actual and reasonable accommodation expenses for hotel accommodation, self-contained accommodation or, in accordance with the NJC Travel Directive, private non-commercial accommodation, as determined on a case-by-case basis by the deputy head;
- (c) meals in accordance with Appendix C or D, as applicable, of the NJC Travel Directive;
- (d) one daily incidental allowance per family unit in accordance with Appendix C or D, as applicable, of the NJC Travel Directive; and
- (e) the cost of telephone calls, in accordance with the NJC Travel Directive, from the approved evacuation location to the post where the employee and dependants are separated. However, telephone calls shall not be reimbursed where an incidental expense allowance is paid for travel within Canada or the continental U.S.A.

64.3 Additional Expenses

64.3.1 In addition to the provisions of subsection 64.2.1, where the deputy head has authorized an emergency evacuation of an employee and/or dependant from a post to an approved evacuation location, the deputy head may approve reimbursement for costs related to the evacuation which are not otherwise covered. Possible expenses include, but are not necessarily limited to:

- (a) the cost of two five-minute person-to-person long distance telephone calls, one to an employee's relative or designated next-of-kin and one, if applicable, to a spouse's or common-law partner's relative or designated next-of-kin;
- (b) shipment of pets, normally as accompanying baggage, or by air freight if necessary;
- (c) an accountable commercial transportation allowance of \$100 CAD weekly at the approved evacuation location, except where:
 - (i) the approved evacuation location is the employee's headquarters city and there is a PMV in storage, in which case the allowance is limited to one week; or
 - (ii) an advance has been authorized for the purchase of a replacement vehicle and the employee and/or dependants have taken delivery of the replacement vehicle;
- (d) an additional accountable commercial transportation allowance in Canada, where a rental car is used for school transportation; and/or
- (e) boarding of pets:
 - (i) at the post for the period of the evacuation; or
 - (ii) at the evacuation location in the event that hotels do not accept pets.

64.3.2 The amounts specified in paragraphs 64.3.1(c) and (d) are not to exceed the amount as determined by the deputy head for rental of a mid-size vehicle on a monthly basis.

64.4 Living Expenses in Temporary Accommodation at Post

64.4.1 Where emergency evacuation conditions exist and the employee is required to remain at the post in temporary accommodation, the deputy head shall authorize payment to an employee for actual and reasonable expenses for accommodation and meals. Incidentals shall be paid in accordance with the NJC Travel Directive.

64.4.2 Actual and reasonable expenses for meals should not normally exceed the full daily meal allowance for the post as specified in Appendix C or D, as applicable, of the NJC Travel Directive. However, where conditions at the post result in higher costs, the deputy head may authorize payment which exceeds the applicable full daily meal allowance.

64.4.3 Where employees are required to share accommodation due to the emergency evacuation conditions at the post, the provisions of section 25.13 of FSD 25 – Shelter may apply.

64.5 Accountable Advances for Purchase of Essential Household Effects

64.5.1 Upon evacuation of the employee and/or dependants, the deputy head may authorize, on a case-by-case basis, one or more accountable advances to replace essential items of household effects, clothing or children's toys which have been left at the post and, in the event of evacuation to a third country, essential items which duplicate those in storage at headquarters. Advances may only be used to purchase items which duplicate items listed on the employee's inventories. Subsection 64.10.2 refers to both compensation and the recovery of advances provided under this section, where items which have been replaced are subsequently recovered. The maximum amount of the advance(s) shall not exceed:

- (a) \$2,500 for an employee; or
- (b) \$2,500 for the spouse or common-law partner of an employee, where an employee is not evacuated or the spouse or common-law partner of an employee precedes the employee on emergency evacuation; and
- (c) \$1,000 for an employee where the employee's spouse or common-law partner has received an advance of \$2,500; and
- (d) \$1,000 for each dependant accompanying the employee and/or spouse or common-law partner on emergency evacuation.

64.5.2 Notwithstanding that an employee and/or dependants may have received an advance for the purchase of essential items following emergency evacuation, where the mission has been unable to ship the employee's household effects, the deputy head may authorize a further accountable advance up to the depreciated value of the household effects left at the post from which the employee was evacuated, as listed in the employee's inventory, reduced by the amount of any previous advance made for the purchase of essential items left at the post, when:

- (a) the employee is officially notified of a cross-posting or an assignment to duty in Canada other than temporary duty; or
- (b) the family is reunited in permanent accommodation.

64.5.3 Notwithstanding FSD 4 – Accountable Advances, an accountable advance may be issued to a dependant for any expenditure authorized under FSD 64 and related provisions where an employee accepts responsibility for repayment in accordance with this directive. Where such accountable funds are issued to a dependant, they are deemed to be issued to the employee.

64.6 Removal of Household Effects from Long-Term Storage

64.6.1 Where items stored pursuant to FSD 15 – Relocation are required by the employee and/or dependant, the deputy head may authorize the necessary arrangements and approve for payment the expenses for packing, crating, transporting, unpacking and other costs related to the removal of such effects.

64.7 Safeguarding of Employees' Household Effects

64.7.1 The deputy head at the mission is authorized to approve actual and reasonable expenditures of public funds in order to safeguard the material possessions of employees who are evacuated and employees who remain at post against the events which caused the evacuation.

64.8 Damage and Loss of Employees' Household Effects

64.8.1 The purpose of this section is to compensate an employee for damage/loss of personal and/or household effects, including monetary loss, where such loss is attributable to an emergency evacuation or to a natural disaster or catastrophic event which:

- (a) would only be insured by a "high-risk" policy of insurance; or
- (b) would have been avoided or minimized if the employee had not been evacuated; and/or
- (c) would otherwise have been covered by the employee's standard policy of insurance, which has been invalidated by the insurer.

64.8.2 Subject to subsection 64.8.6, where an employee has suffered damage and/or loss of material possessions because the events described in section 64.1 have occurred, whether or not there has been an emergency evacuation, the deputy head may authorize compensation for such damage/loss up to the maximum amount

established in section 15.19 of FSD 15 – Relocation for damage and/or loss of household effects, and for monetary loss only in the form of bank deposits, up to an amount equal to six months' salary, where:

- (a) compensation shall be determined in accordance with the relevant provisions of FSD 15 – Relocation, for damage and/or loss of household effects on relocation, as appropriate;
- (b) the employee shall submit an updated inventory following emergency evacuation which is based on the inventory of effects shipped to the post and clearly indicates any additions or deletions to the inventory subsequent to arrival at the post;
- (c) for those items obtained after arrival at post and not yet added to the employee's inventory, reimbursement will be considered on the basis of proof of purchase and possession acceptable to the deputy head;
- (d) the inventory for relocation to the post will be used where inventories have not been updated prior to the evacuation;
- (e) the amount of compensation, if any, to be paid for monetary loss, where the deputy head considers that the employee has not taken reasonable precautions against such loss, shall be determined by the appropriate foreign service interdepartmental coordinating committee; and
- (f) compensation shall include the amount of any insurance deductible charged against a special high-risk insurance policy which provides protection from natural disasters, civil unrest, or other events which may cause an emergency evacuation.

64.8.3 Where employees are evacuated and do not return to post, claims up to \$500 for the loss of foodstuffs and perishable items will be accepted without receipts. Alternatively, claims beyond this amount should be supported by receipts, for all losses claimed.

64.8.4 Where employees are evacuated and return to post, claims up to \$500 for the loss of foodstuffs and perishable items shall be considered by the deputy head on the recommendation of mission administration. Alternatively, claims beyond this amount may be considered, when supported by receipts, for all losses claimed.

64.8.5 It is the employee's responsibility to take out a standard tenant's policy of insurance for personal and household effects. Except as specified in

subsections 64.8.1, 64.8.7 and 64.8.8, a claim for damage/loss of effects which would be covered by such a policy will not be considered under this directive.

64.8.6 Any reimbursement from insurance or other source received by the employee as payment for incurred losses shall be reported by the employee and deducted from the compensation referred to in this section.

64.8.7 In the absence of a standard tenant's policy of insurance for personal and household effects, an employee may only claim compensation for damage/loss of effects where:

- (a) a standard tenant's policy of insurance for personal and household effects would not cover the risk or would be invalidated by that risk; or
- (b) the damage/loss would have been avoided or minimized if the employee had not been evacuated.

64.8.8 The amount of compensation payable for damage/loss of effects shall be reduced by an amount determined by the deputy head, on the advice of the appropriate foreign service interdepartmental coordinating committee, to reflect the cost of a standard tenant's policy in Ottawa for personal and household effects, on the basis of the employee's inventory, for the period of time from the date of occupancy of permanent accommodation at the post to the end of the policy year in which the evacuation occurred.

64.9 Deemed Loss

64.9.1 The deputy head may, on the advice of the Head of Mission, and with the concurrence of the appropriate foreign service interdepartmental coordinating committee, deem effects to have been lost following an emergency evacuation if recovery has not been effected within 12 months of the employee's departure from the post.

64.10 Compensation for Damage/Loss

64.10.1 Compensation for loss of personal and household effects which are not recovered following emergency evacuation shall be in accordance with the provisions of FSD 15 – Relocation for compensation for damage and/or loss of household effects.

64.10.2 Compensation for damage/loss of personal and household effects which are subsequently recovered following emergency evacuation shall be in accordance with

the provisions of FSD 15 – Relocation, related to damage and/or loss except that the employee shall have the option of:

- (a) retaining recovered articles which have been duplicated under the provisions of section 64.9, in which case compensation shall be limited to one-half of the replacement cost value of the articles recovered; or
- (b) refusing acceptance of recovered articles which have been duplicated under the provision of section 64.9, in which case compensation shall be in accordance with the replacement cost value of the articles recovered, and ownership of such articles shall vest in the Crown.

64.10.3 The employee has the right to claim compensation for damage/loss of personal and household effects in accordance with this directive or FSD 15 – Relocation, except that an employee shall not claim compensation for the same article more than once, whether under the provisions of the Foreign Service Directives or a private insurance policy.

64.10.4 In the case of damage or loss for which compensation is not otherwise payable under this directive or under FSD 15 – Relocation, the deputy head may request the President of the Treasury Board to authorize the payment of such reasonable compensation as is considered appropriate, having regard to the circumstances.

64.11 Accounting and Claim Procedure for Damage and Loss

64.11.1 An employee who has been issued an advance under these provisions shall submit receipts to substantiate the purchase of essential household effects, clothing and children's toys within 90 days of the issuance of the advance.

64.11.2 Where there is actual or deemed damage/loss of household effects, an employee who has received an accountable advance under these provisions shall submit a claim for compensation to settle the advance in accordance with the provisions of this directive and FSD 15 – Relocation, damage and/or loss of household effects related provisions within 90 days, whichever is the earliest, from the date:

- (a) of taking possession of household effects;
- (b) the deputy head establishes that household effects have been lost; or
- (c) effects are "deemed lost" by the deputy head.

64.11.3 Where an employee has not received an advance under these provisions and there is an actual or deemed damage/loss of household effects, the employee shall submit a claim for compensation in accordance with FSD 15 – Relocation, subject to the provisions of section 64.10.

64.11.4 An employee who has received an accountable advance in accordance with these provisions and who is not submitting a claim against the Crown for damage/loss of household effects, shall account for such advance in full:

- (a) immediately upon settlement from a third party, for example, private insurer; or
- (b) within 90 days from the date of taking possession of household effects, whichever is earlier.

64.12 Private Motor Vehicle (PMV)

64.12.1 Where an employee has been unable to sell the PMV privately and the mission has been unable to sell or ship the PMV within six months of the employee's evacuation, the employee shall have the following options:

- (a) ask the mission to continue efforts to ship; or
- (b) ask the mission to continue efforts to sell; or
- (c) request Crown purchase, in which case the deputy head shall arrange for the purchase of the PMV by the Crown.

64.12.2 Where the PMV is purchased by the Crown, the following purchase price shall apply:

- (a) for a PMV more than one year old, the retail value as determined by the deputy head on the recommendation of the appropriate foreign service interdepartmental coordinating committee:
 - (i) as at time of shipping, where the employee/dependant has not taken possession of the PMV at the post; or
 - (ii) as at time of the employee's evacuation, where the PMV has been in use at the post, except that where the Head of Mission has authorized safe storage of the PMV prior to the employee's evacuation, the retail value shall be determined at the time the PMV is placed in safe storage; or
- (b) for a PMV less than one year old, the retail value as determined by the deputy head on the recommendation of the appropriate foreign service

interdepartmental coordinating committee, or purchase cost depreciated by 2% per month for each month from the date of possession, excluding periods where the Head of Mission has authorized safe storage, whichever is the greater, except that where the employee/dependant has never taken possession of the PMV, no depreciation shall apply.

64.12.3 An employee may request an accountable advance for the purchase of a replacement PMV at any time within six months of an evacuation. The advance shall not exceed the estimated purchase price of the PMV left at the post, as determined under subsection 64.12.2 and shall be repaid in full at the time:

- (a) the PMV at the post is purchased by the Crown; or
- (b) the PMV at the post is sold privately; or
- (c) the employee/dependant takes delivery of the PMV; or
- (d) the replacement vehicle is sold; or
- (e) one year from the date of the employee's evacuation, whichever is earliest.

64.12.4 Should an employee not elect for the accountable advance under subsection 64.12.3, the employee may request an accountable advance for a replacement PMV for use by evacuated dependants, where the employee remains at the post and the dependants are evacuated for a period of more than 30 days. The advance shall not exceed the retail value of the PMV at the post as determined under subsection 64.12.2 and shall be repaid in full at the time:

- (a) the employee's dependants return to the post;
- (b) the replacement vehicle is sold;
- (c) the employee is subsequently evacuated; or
- (d) the employee is reassigned, whichever is earliest.

64.12.5 Where an employee is subsequently evacuated, the provisions of subsection 64.12.3 apply.

64.12.6 Where an employee is reassigned from a post where evacuation procedures are still in effect and is unable to sell or to ship the PMV, the deputy head may authorize Crown purchase of the PMV, the purchase price to be determined as in subsection 64.12.2.

64.12.7 Where a motorcycle is the employee's only PMV at post, the provisions of FSD 64.12 can be applied for a motorcycle.

64.12.8 Where normal insurance coverage does not apply to damage or loss of a PMV due to riot, insurrection or like risks, a claim may be made in accordance with the general principles of international law concerning state responsibility. In unusual circumstances, a submission for compensation for damage or loss to a PMV may be made to the President of the Treasury Board.

64.13 Impact of an Emergency Evacuation on Other FSD Provisions

64.13.1 The posting loan repayments continue throughout the period of an emergency evacuation. However, at the request of the employee, the repayments may be suspended from the date of evacuation of the employee. No interest shall be calculated on the principal during the period of suspension.

64.13.2 Where the repayment of the posting loan has been suspended, the repayment shall resume on return to post, on cross-posting, or on assignment to duty in Canada, other than temporary duty, with the repayment period extended to recognize the period of suspension.

64.13.3 Where an employee and accompanying dependant(s) have been evacuated in accordance with the provisions of this directive, shelter cost shall continue to be paid in accordance with FSD 25 – Shelter.

64.13.4 Where a dependent child is evacuated under this directive, section 34.8 of FSD 34 – Education Allowances may be applied at the discretion of the deputy head.

64.13.5 Subject to managerial discretion as outlined in subsection 50.11.2, an employee and/or dependants may be authorized to use the provisions of FSD 50 – Post Travel Assistance for travel away from the approved evacuation location.

64.13.6 Family Reunion may be authorized by the deputy head for travel to the approved evacuation location in lieu of travel to the post, subject to the provisions of FSD 51 – Family Reunion.

64.13.7 The provisions of FSD 55 – Post Living Allowance apply as specified in section 55.5 – Temporary Absence.

64.13.8 The provisions of FSD 56 – Foreign Service Incentive Allowances, section 56.2 – Foreign Service Premium apply as specified in section 56.9 – Temporary Absence of

Dependant.

64.13.9 The provisions of FSD 58 – Post Differential Allowance apply as specified in section 58.6 – Temporary Absence.

64.13.10 Where the deputy head determines that an employee and/or dependants who were evacuated pursuant to this directive will not return to post, employees shall receive notification in writing of the decision and the provisions of these directives shall apply as follows:

- (a) the provisions of FSD 15 – Relocation shall apply with the exception of the travelling expenses commencing on the date of notification of relocation;
- (b) where the employee and/or dependants were not evacuated to the headquarters city or new place of duty, actual and reasonable travel expenses from the approved evacuation location to the employee's headquarters city or new place of duty will be approved under this directive;
- (c) where a spouse or common-law partner is relocated to the headquarters city as specified in subsection 64.13.10 and the employee continues the assignment at the post, FSD 18 – Special Family Separation Assistance may apply; and
- (d) where the deputy head determines that an employee and/or dependants who were evacuated pursuant to this directive will be posted to another post in lieu of returning to the headquarters city, the deputy head shall determine whether the provisions of FSD 15 – Relocation will apply for the relocation of the employee and/or dependants from the former post to Canada to the new post or directly from the former post to the new post. Where the deputy head determines that the provisions of FSD 15 – Relocation will apply from the former post to the new post directly, the deputy head may continue to apply the provisions of this directive.

64.14 Managerial Discretion

64.14.1 At the discretion of the deputy head, subsection 64.6.1 may be applied to effects remaining at the employee's post.

64.14.2 At the discretion of the deputy head, personal clothing which the employee has duplicated and which remains in storage away from the employee's place of duty may be deemed to have been lost.

64.14.3 At the discretion of the deputy head, all or any of these provisions may be extended to employees who are reassigned from a post where evacuation procedures are in effect.

FSD 66 - Death Abroad of an Employee or Dependant

Scope

Introduction

Where an employee or a dependant dies abroad during the period of the employee's assignment, the employer may authorize the payment of certain expenses related to the occurrence, which are in excess of expenses which would have been incurred had death occurred at the employee's headquarters city.

Directive

66.1 Application

66.1.1 Where an employee dies at a post, the deputy head may authorize payment of:

- (a) the cost at the place where death occurred for ambulance, hearse, embalming or cremation, outside case (not a coffin), and any other essential costs in excess of those which would have been incurred had death occurred at the employee's headquarters city; and
- (b) transportation expenses of the body from the place where death occurred to the place of internment less the transportation expenses that would have been incurred between the place of interment and the employee's headquarters city.

66.1.2 The payments, as specified in paragraphs 66.1.1(a) and 66.1.1(b), shall be reduced by any amount payable under worker's compensation or other appropriate laws for funeral and transportation expenses.

66.1.3 The deputy head may authorize the payment of expenses itemized in subsection 66.1.1 in the event of the death of a dependant who was residing with the employee at the post, or was a dependent student.

66.1.4 In the event of the death of an employee or a dependant as specified in subsection 66.1.3, notwithstanding other benefits, various FSDs may be impacted or invoked or may no longer apply, including but not limited to the following:

- (a) FSD 3 – Application, subsection 3.8.7;

- (b) FSD 15 – Relocation, subsections 15.12.4 – Illness, injury, death while travelling; 15.26.1(c) and FSD 15.26.3 – Termination of assignment outside Canada; 15.27.3(b) - Early termination of posting;
- (c) FSD 25 – Shelter, subsections 25.2.6 – Crown Held Accommodation; FSD 25.3.8 – Privately Leased Accommodation; FSD 25.9.6 – Utilities and other expenses; FSD 25.11 – Start and end date of Shelter Cost;
- (d) FSD 54 – Compassionate Travel, section 54.13 – Death during temporary absence;
- (e) FSD 55 – Post Living Allowance, section 55.2 – Effective Date;
- (f) FSD 56 – Foreign Service Premiums, section 56.7 – Effective Date; section 56.8 – Change in Family Size;
- (g) FSD 58 – Post Differential Allowance, section 58.3 – Effective Date.

FSD 70 - Allowances and Reporting Requirements

Scope

Introduction

This directive sets out the administrative procedures relating to the issuance, use, certification and verification of travel allowances and the reporting requirements under the Foreign Service Directives.

Definition

Note: *This definition only applies to this directive.*

Deputy Head (*administrateur général*) is the deputy head of the employing department, except where arrangements have been made with the Department of Foreign Affairs, Trade and Development for the administration of the Foreign Service Directives, in which case the reports shall be submitted by the Department of Foreign Affairs, Trade and Development.

Directive

70.1 Travel Allowances – Application

70.1.1 One of the conditions of the tax-free travel allowances is that they are spent only for the specific purpose identified by the employer.

70.1.2 The onus is on the employee to demonstrate that the funds were spent for the specific purpose for which they were issued.

70.1.3 The issuance, certification and verification procedures apply to the following travel allowances:

- (a) FSD 35 – Education Travel;
- (b) FSD 50 – Post Travel Assistance;
- (c) FSD 51 – Family Reunion;
- (d) FSD 54 – Compassionate Travel; and
- (e) FSD 58.5.1(d) – Respite Travel Assistance.

70.2 Travel Allowances – Issuance of the Allowances

70.2.1 Allowances for FSD 50 – Post Travel Assistance and FSD 51 – Family Reunion may be issued in accordance with FSD 49 – FSD Travel Bank.

70.2.2 Allowances for FSD 35 – Education Travel, FSD 54 – Compassionate Travel and FSD 58.5.1(d) – Respite Travel Assistance shall be issued as close to the proposed date of travel as possible, taking into account the need to book tickets in advance.

70.2.3 With regards to allowances identified in FSD 70.2.2, the employee must present a signed travel plan that identifies proposed travel and anticipated costs to the extent of the allowance. It is understood that travel plans may change, and planned travel may have to be cancelled or amended. Amendments to the plan may be made as necessary.

70.3 Travel Allowances - Use of the Allowances

70.3.1 Where an allowance is issued for travel as specified in subsection 70.1.3, employees must certify the use of the allowance as outlined in section 70.4.

70.3.2 FSD 50 – Post Travel Allowance is a fixed allowance which must be spent on travel and travel-related expenses, whether on one trip or more.

70.4 Travel Allowances – Certification and Verification of the Use of the Allowances

70.4.1 While the allowances specified in subsection 70.1.3 are non-accountable allowances, the employee is required to certify the use of each allowance and may be required to demonstrate that the allowance has been used for the purpose intended as follows:

- (a) for allowances issued under FSD 50 – Post Travel Assistance, employees are required to certify that everyone for whom an allowance has been issued has travelled and that at least 75% of an allowance issued for each individual was spent on travel and travel-related expenses, including transportation, accommodation, meals and incidental travel expenses such as tours, entry fees, etc. When travel is by PMV or rental vehicle, vehicle rental, fuel, oil, road/bridge tolls, ferries and other transportation charges/fees may be included, but may not be based on a kilometric/mileage rate; and
- (b) for the following allowances, employees are required to certify the use of the full amount of the allowance:
 - (i) FSD 35 – Education Travel;
 - (ii) FSD 51 – Family Reunion Travel;
 - (iii) FSD 54 – Compassionate Travel; and
 - (iv) FSD 58.5.1(d) Respite Travel Assistance.

70.4.2 Within 30 days of completion of travel or at the end of the posting, whichever is earlier, employees must complete and submit a Travel Certification Form which will form the basis for any subsequent audit. In addition, the allowance may be verified.

70.4.3 Where the employee certifies an amount lower than the percentage identified in subsection 70.4.1 or cannot provide documentation in the event of an audit, the amount to be reimbursed is the difference between the amount certified and the full amount of the allowance.

70.4.4 Employees are required to retain evidence of travel to support the purpose of the allowance for a period of seven years. Supporting documentation must demonstrate that expenditures were incurred outside the post. If employees cannot demonstrate that the allowance has been used for the purpose intended when requested to do so, the allowance will be adjusted and reduced by that portion of the allowance the use of which cannot be substantiated.

70.4.5 Under normal circumstances, a further travel allowance under the same Foreign Service Directive for the same traveller will not be issued until the employee has completed the certification, and the verification requirement, if requested, regarding a previous travel allowance.

70.5 Reporting Requirements

70.5.1 The deputy head, as defined in this directive, shall submit a report by December 1st of every year for the period of November 1st of the previous year to October 31st of the current year to the Treasury Board of Canada Secretariat at fsd.dse@tbs-sct.gc.ca. The report shall include the following:

- (a) total number of employees at posts under the full or partial provisions of the FSDs;
- (b) on designation of a dependant, pursuant to paragraph (c) of the definition of Dependant under FSD 2 – Definitions, providing the details involved;
- (c) use of managerial discretion to provide individual treatment to an employee-couple on relocation pursuant to subsection 15.2.1 of FSD 15 – Relocation;
- (d) use of managerial discretion to provide additional financial assistance for local transportation pursuant to subsection 15.22.4 of FSD 15 – Relocation;
- (e) use of managerial discretion under section 15.33 - Managerial Discretion of FSD 15;
- (f) use of FSD 18 – Special Family Separation Assistance pursuant to subsection 18.11.1;
- (g) use of managerial discretion under subsection 18.11.2 of FSD 18 – Special Family Separation Assistance;
- (h) use of managerial discretion under section 56.10 of FSD 56 – Foreign Service Incentive Allowances to continue the payment of the premium to an employee who has served seven consecutive years at the same post;
- (i) use of managerial discretion to continue payment of the Foreign Service Premium during the temporary absence of a dependant pursuant to paragraph 56.9.1(b) of FSD 56 – Foreign Service Incentive Allowances; and
- (j) approval of additional assistance provisions under section 58.5 – Additional Allowance Due to Extraordinary Conditions of FSD 58 – Post Differential Allowance.

70.5.2 In addition to the above annual report, the deputy head, as defined in this directive, shall submit departmental reports as requested by the Treasury Board Secretariat.

70.5.3 The NJC FSD Committee shall receive reports as specified below:

- (a) changes to section 3 – Operations Allowances of the Military Foreign Service Instructions (MFSI) pursuant to subsection 3.4.2 of FSD 3 – Application as applicable;
- (b) the official routing for relocation travel between posts and Ottawa, including any authorized stopovers, by June 30th of every year; and
- (c) a consolidated report of items outlined in subsection 70.5.1 by January 31st of every year.

Other Versions

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February 1, 2012
April 1, 2009
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