



Alberta Public Service International Services Guidelines

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1.0 Principles of International Representation for Posted Staff

It is the intent that an employee of the Government of Alberta serving outside of Canada should be placed in neither a more nor less favorable situation than would a public service employee working in Alberta. Consideration will be given to factors of personal and family security. It is not the intent to compete with other levels of government when compensating staff posted outside of Canada. In keeping with the Government of Alberta's Code of Conduct, posted staff should be aware that they are representing Alberta and should adopt the host country's norms where appropriate.

1.1 International Offices

Alberta's International Offices (AIOs) play a key role in supporting the Government of Alberta's priorities to increase market access for Alberta businesses, strengthen the Province's reputation abroad and promote Alberta as a destination for international investment. Alberta Jobs, Economy and Innovation (JEI) administers the AIO network that consists of stand-alone offices and offices co-located at Canadian diplomatic posts.

1.2 Eligibility

Government of Alberta staff posted outside of Canada (herein referred to as posted staff) for six months or longer (herein referred to as long-term assignment) are eligible for the provisions outlined in the Alberta Public Service International Service Guidelines (APSISG).

If the posting is less than six months (herein referred to as a short-term assignment), the employee is considered to be on travel status and the provisions of APSISG do not apply. For those staff on short-term assignment, provisions regarding travel expenses and disclosure requirements can be found in the Alberta Treasury Board and Finance (TBF) [Travel, Meal and Hospitality Expenses Policy](#) and [Public Disclosure of Travel and Expense Policy](#). The APSISG do not apply to Government of Alberta staff who are seconded to other employers on interchange programs, on developmental assignments, or on approved education leaves. They also do not apply to staff hired directly by public agencies of the Government of Alberta, such as the Invest Alberta Corporation.

The AIO Operations team at JEI will oversee the administration of the provisions within the APSISG. In this capacity, the AIO Operations team will help posted staff prepare for their international assignment, and provide ongoing assistance throughout the assignment. The AIO Operations team will be the first point of contact with regard to any aspect of the administration of the APSISG.

1.3 Business Travel Expenses and Expenses Disclosure

During the course of their long-term assignment, posted staff will be required to travel for business purposes. Business travel expenses, as outlined in the Alberta TBF [Travel, Meal and Hospitality Expenses Policy](#), are to be submitted by posted staff on a monthly basis by completing an expense report in 1GX. The Alberta TBF [Public Disclosure of Travel and Expense Policy](#) may also apply to posted staff.

In accordance with the Alberta TBF [Public Disclosure of Travel and Expense Directive](#), JEI commits to the routine disclosure of expense information to enhance public confidence by improving accountability and transparency. Staff subject to this policy include Premiers, Ministers, Associate Ministers and their political staff, Senior Officials, Deputy Ministers, and Executive Managers. Travel and hospitality costs and allowances incurred in the course of government business must be disclosed, such as those arising from:

- travel, including transportation, accommodation, meals and related incidentals; and/or
- hospitality and working sessions.

1.4 Interpretation and Definitions

Alberta's International Offices (AIOs) play a key role in supporting the Government of Alberta's priorities to increase market
APS International Service Guidelines

For the purposes of interpretation, the appendices, regulations, directives, codes, policies, allowances, levies, premiums and formulas used for calculating allowances are current at the APSISG effective date. Any of these may be updated from time to time, without notice to posted staff. For the purposes of the definition of **dependent**, reference to “eligible employee”, is a reference to posted staff who qualify for benefits in accordance with the respective Government of Alberta benefit plan rules as amended from time to time.

Dependent means:

Spouse

- A person to whom the eligible employee is legally married.

Benefit Partner

- An individual with whom the eligible employee is currently cohabitating and:
 - is not related by blood or adoption and with whom the eligible employee has been in an adult interdependent relationship for a continuous period of at least twenty-four months and the eligible employee has declared in writing to be a benefit partner; or
 - is not related by blood or adoption and with whom the eligible employee has been in an adult interdependent relationship for a continuous period of thirty-six months; or
 - has entered into an adult interdependent partner agreement with the eligible employee under the Adult Interdependent Relationships Act; or
 - is in an adult interdependent relationship with the eligible employee and there is a child of the relationship by birth or adoption.
 - Only one adult relationship (spouse or benefit partner) will be recognized for benefits coverage.

Dependent Child

- An unmarried biological child or unmarried child of the eligible employee’s spouse or benefit partner who is:
 - under age 21; or
 - under age 25 (unless otherwise noted, refer to Section 4.3) and a full- time student in an accredited program or at an accredited educational institute, college or university; or
 - any age, incapable of self-sustaining employment because of a disability and is wholly or substantially dependent on you for financial support and maintenance.

Guardian Child

- An unmarried dependent child who is:
 - under age 21 and a person for whom the eligible employee is the legal guardian; or
 - under age 25 (unless otherwise noted, refer to Section 4.3) and a full time student in an accredited program or at an accredited educational institute, college or university, provided that the eligible employee was appointed legal guardian prior to the child’s 21st birthday; or
 - any age, incapable of self-sustaining employment because of a disability, is wholly or substantially dependent upon the eligible employee for financial support and maintenance, and for whom the eligible employee is the court-appointed legal guardian.

Legal Guardian means:

- a guardian appointed by court order; or
- a guardian appointed by the will of a deceased parent of the child; or
- a person who has on-going custody of the child with the consent of the child’s parent(s).

Personal household goods means the furniture, household equipment and personal items of posted staff and their dependents.

The Mission means a Canadian government office abroad. An Embassy, High Commission or Consulate.

The Post means the city and country where posted staff will reside and work while on assignment or contract; located at an AIO outside of Canada. Also referred to as host country.

Relocation expenses means the cost of:

- expenses, according to Alberta TBF [Public Service Relocation and Employment Expenses Regulation](#), of the posted staff and dependents, to and from the post;
- movement of the household goods of posted staff: and/or
- long-term storage of household goods of posted staff.

Travel Status means the time spent away from the post location on a pre-approved trip to conduct government business.

1.5 Term of Posting

The term of posting is entirely at the discretion of the deputy head or Minister, with initial terms typically lasting up to four years. The deputy head or Minister may extend, shorten or end a posting. Only posted staff who are permanent employees of the Government of Alberta prior to being posted will return to a position with the Government of Alberta after the term of their posting ends.

1.6 Managerial Discretion

Where pre-approved expenses are incurred but not expressly prescribed in the guidelines, the deputy head may determine that the expenses are within the intent of the guidelines and shall determine the amount of reimbursement or allowance.

1.7 Code of Conduct and Ethics

Alberta's International Offices (AIOs) play a key role in supporting the Government of Alberta's priorities to increase market

All posted staff are subject to and are required to comply with the Government of Alberta's [Code of Conduct and Ethics](#) for the Alberta Public Service and any applicable supplementary code or guidelines. Supplementary codes and guidelines for the Code of Conduct and Ethics may be issued for a specific AIO.

This means that Government of Alberta posted staff may not:

- Engage in any business or transaction or have any financial or other personal interest that is, or could appear to be, incompatible with the performance of their official duties.
- Seek personal or private gain by granting preferential treatment to anyone in the performance of their official duties.
- Use, or permit anyone else to use, government property of any kind for activities not associated with the performance of their official duties, unless they are previously authorized to do so.
- Seek or obtain personal or private gain from the use of information acquired during the course of their official duties that is not generally available to the public.

Permission must be obtained from the deputy head in any situation where there is the potential for conflict of interest or perception of conflict of interest. Posted staff who think that they may be involved in a potential conflict of interest should discuss this matter with their manager as soon as possible.

1.7.1 Gifts Offered to Alberta's Posted Staff

In accordance with the Code of Conduct and Ethics, posted staff should not accept gifts, fees or other benefits that are connected directly or indirectly with the performance of their public service duties.

It is generally understood, however, that in certain circumstances and parts of the world, it may be culturally offensive to refuse a token gift. Posted staff are encouraged to use their best judgment in such situations.

Gifts of cash or cash equivalents must not be accepted. Purchased gifts are to be accepted only if the value is modest and cannot be construed as having a personal gain element.

Acceptance of gifts offered to commemorate occasions such as Christmas should be reviewed with the proper judgment keeping in mind cultural norms, the value of the gift and the nature of the relationship between the parties.

Honoraria presented to posted staff for speaking engagements may be accepted if the item is clearly a token offered to recognize a service provided. Situations where a business client may wish to offer a gift to posted staff can include occasions such as:

- representing the department at conferences, delegations, forums, and similar functions;
- speaking at duty-related engagements; and
- performing duty-related services.

Posted staff are responsible for advising business clients of the department's policy concerning the acceptance of gifts.

If there is doubt regarding the acceptability of a gift, posted staff should exercise their best judgement at the time and consult management as soon as possible afterwards, to determine whether it is appropriate to keep a gift. If a gift is accepted, the circumstances should be clearly documented and retained on file for future audit review.

1.8 Security Clearances, Passports and Visas

1.8.1 Alberta Security Clearance, Pre-Employment Requirements

All prospective posted staff must be approved for a Level 2 security clearance as a condition of employment before their appointment to a post will be confirmed. Posted staff that hold a current security level 2 clearance in the course of their employment with the Government of Alberta are exempt. Typically, this requirement will be administered by Executive Search at the Alberta Public Service Commission and the department will be charged for this security screening. Refer to [Corporate Human Resources Security Screening Directive](#).

It is the posted staff's responsibility to ensure their security clearance, passports and visas remain valid. Posted staff must provide AIO Operations team with a scanned copy of all clearances and immigration documents. Support will be provided should clearances or immigration documents require renewal.

1.8.2 Federal Security Level Clearances, Passports and Visas

The department makes the necessary arrangements for posted staff and accompanying dependents to apply for the appropriate federal security level clearances, passports and work visas.

Posted at a Canadian Embassy, High Commission or Consulate

All prospective posted staff who will work in a Canadian Embassy, High Commission or Consulate, herein referred to as a Mission, must obtain a **TOP SECRET** federal security clearance as a condition of employment prior to being posted to, or working from the Mission. The process is initiated and conducted by the federal government and consists of an extensive security and background check. The entire process can take approximately six months, and until the federal clearance is obtained, it is expected that the employee work from head office in Alberta.

Once posted staff receive federal **TOP SECRET** clearance, a diplomatic passport and the applicable visa will need to be applied for and obtained; the employee and department will be assisted by Global Affairs Canada (GAC). Any accompanying dependents will also have to apply for an appropriate passport and visa, if applicable.

Obtaining diplomatic status may or may not be possible for same sex or common-law couples, based on the post location and laws governing the host country.

The process, depending on the country of posting can take approximately one month. The employee cannot relocate to the post until they have received the appropriate visa.

GAC will issue a diplomatic (red) passport once the appropriate security clearance is granted. Canadian (blue) passports should also be maintained. Diplomatic passports expiry and renewal dates will be tied to the term of the posting. Processing may be carried out by GAC or in some cases at the local Mission. Any cost associated with obtaining these documents may be expensed by the employee to the department.

Posted at a Stand-Alone Alberta International Office

Posted staff who are located in stand-alone offices maintain Canadian (blue) passports during their posting term. Posted staff must apply for the applicable visa, along with any accompanying dependents (if applicable). The process, depending on the country of posting, can take approximately one month. The employee cannot relocate to the post until they have received the appropriate visa. Any cost associated with obtaining these documents may be expensed by the employee to the department.

2.0 Considerations Prior to Relocation

2.1 Medical and Dental Examinations

The employer wishes to ensure through preventive services that the employee and their dependents are medically fit for service abroad. Posted staff and their dependents must have medical and dental examinations before being posted. Posted staff should also contact the local health authority to determine the inoculations/vaccinations required/recommended by a particular host country.

2.2 Pre-Posting Briefing Programs – Global Affairs Canada (GAC) – Applicable to Co-Located Offices Only

GAC provides a variety of orientation and security briefings for posted staff prior to posting at a co-located office. These briefings are intended to provide information about the host country, the relationship with the Mission and the required decorum of posted staff in an international setting.

The deputy head may authorize posted staff, and their partner (where applicable) to access, on a “one-time” basis, the Pre-Posting Briefings and Workshops, if available.

2.3 Credit Card Arrangements

Where possible, prior to relocation, it is recommended that posted staff obtain a Canadian credit card that does not have foreign currency transaction fees, for personal use. Should the posting be at a co-located office, then the Mission may refer you to a local financial institution that is familiar with providing banking assistance to Canadian staff at the mission.

3.0 Compensation

3.1 Payroll

Posted staff who accept a term posting will be required to maintain a Canadian bank account to receive their Alberta salary and benefits. They will receive their compensation and benefits from the Government of Alberta during their international assignment, as outlined in their employment agreement. All compensation paid to posted staff will be in Canadian dollars and be reported as taxable income, except as otherwise indicated. Refer to [Appendix 7](#).

Base salary, paid in Canadian dollars, is paid by direct deposit to a financial institution at the direction of posted staff.

3.2 Employment Insurance and Canada Pension Plan

Posted staff may continue to be covered for Employment Insurance and Canada Pension Plan and will pay these premiums via employer deductions while assigned abroad.

3.3 Income Taxes

Posted staff are liable for taxes, and are encouraged to seek the advice of tax professionals at their own cost for purposes of determining their tax-related obligations, in both Canada and the country in which they are posted. Some posting and/or relocation allowances and benefits may be considered taxable benefits. Refer to [Appendix 7](#) on taxable and non-taxable allowances and benefits.

Posted staff are responsible for filing their own Income Tax returns, Canadian and foreign, including determining country of residence. Sufficient time should be allotted for mail delivery to Canada prior to the filing deadline. Income Tax forms can be obtained from the Mission.

The tax status of any allowance under these guidelines will be determined by the Government of Canada and the country to which the employee is posted to. Any changes in status imposed by the Government of Canada will be reflected in the deductions from remuneration of posted staff.

Posted staff are encouraged to seek personal financial counseling at their own cost regarding filing their annual income tax return and other tax/financial issues. Posted staff must contact their financial institution(s) and make necessary banking arrangements. Banking arrangements are a factor in determining residency for tax purposes.

Posted staff must advise the department of their residency for tax purposes prior to the commencement of the posting to enable the employer to comply with any employer remittances or tax obligations. If posted staff wish to assert an exemption under a tax treaty, they are fully responsible for obtaining a waiver from Canada Revenue Agency, Government of Canada, and must provide that waiver to the department through AIO Operations team.

4.0 International Assignment Allowances and Benefits

As outlined in Section 1.0, the intent of the APSISG is to ensure that posted staff are placed in neither a more, nor a less, favorable situation than a public service employee working in Alberta.

4.1 Post Allowances

Posted staff may be eligible to receive a monthly Post Allowance, which includes a combination of the following allowances: Cost of Living Allowance, Assignment Allowance and, in some cases, a Hardship Allowance.

The Post Allowance will start at the appropriate rate on the day the employee and their dependents arrive at the post, and will stop on the last day at the post. Should relocation occur mid-month, Post Allowance amounts will be pro-rated. Where a dependent leaves the post permanently, prior to the posted staff, the rate of Post Allowance shall be reduced accordingly. If posted staff are already living in the host country at the time of hiring, they are not eligible for the Post Allowance.

4.1.1 Cost of Living Allowance

The Cost of Living Allowance (COLA) is an allowance provided to offset imbalances between the costs of goods and services in Canada and the post by adjusting the posted staff's disposable income at the post to facilitate purchasing power comparable to what the employee would have maintained in Canada based on the gross annual salary. The gross maximum annual salary used to calculate the Post Allowance is \$100,000.

The Post Allowance is calculated and paid for each month or part of a month served at an AIO and is calculated in accordance with the following formula:

$$\text{Post Allowance} = \frac{\text{PI} - 100}{100} \times \frac{(60S)}{100}$$

Where PI is the post index (see below for more information) and S is the employee's gross monthly salary, up to a gross maximum annual salary of \$100,000. Where the Post Index is equal to or less than 100, the Post Allowance will be zero.

4.1.1.1 Post Index

The Post Index is the indicator (as calculated by Statistics Canada) which establishes the price differential between Canada and the international post by monitoring relative changes in purchasing power and the change in exchange rates. The Post Index indicates the relationship between retail prices paid by an average employee at a post for a specific basket of goods and services relative to retail prices for the same goods and services in Canada. Price levels in Canada are deemed to be consistent at 100.

Therefore, if the Post Index is 125, this indicates that the retail prices for these goods and services are about 25 percent higher on average for staff at that post.

The index is set using cost-of-living surveys conducted at the post and other factors such as exchange rates, inflation in Canada and statistical information generated in other countries. The indexes are reviewed monthly and any index adjustments are implemented on the first day of the following month and applied in determining the Post Allowance.

4.1.2 Assignment Allowance

An Assignment Allowance is a special allowance provided to compensate posted staff for the personal disruptions, inconveniences, and financial encumbrances that may be incurred by residing and working in another country. This equates to, including but not limited to, financial costs of returning home for personal/familial purposes, or costs associated with maintaining posted staff's primary residence.

The Assignment Allowance is calculated and paid for each month or partial month served at an AIO. The allowance varies according to the dependent status of posted staff. Refer to [Appendix 1](#) for amounts.

The Assignment Allowance is reviewed annually and is comparable with the Government of Canada's Foreign Service Premium.

4.1.3 Hardship Allowance

In certain locations a Hardship Allowance will be paid. This special allowance is in recognition of varying degrees of local hardship conditions found at certain posts relative to Canada (such as isolation, climate, health facilities, hostilities and violence). The numerical ratings reflect the degrees of hardships at posts consistent with standards utilized by the Government of Canada. The hardship ratings are reviewed monthly and adjusted as required in alignment with the Government of Canada.

The Hardship Allowance is intended to contribute towards costs for items or activities that counter-act the conditions that may affect the health and well-being of posted staff and their dependents, including but not limited to travel away from the post.

The Hardship Allowance is calculated for each month or partial month served at post with a hardship rating level. The allowance varies according to the location's hardship level and family configuration. The Hardship Allowance is comparable with the Government of Canada's Post Differential Allowance. The hardship levels and amounts are included as [Appendix 2](#).

4.1.4 Post Allowance Calculation

The Post Allowance is calculated as follows:

- A. Cost of Living Allowance (see 4.1.1)
- B. Assignment Allowance (see Appendix 1)
- C. Hardship Allowance (see Appendix 2)
- D. Other Adjustments
- Total (A + B + C +/- D =)**
- E. Alberta Comprehensive Rent Share (see Appendix 6)
- Net Amount (Canadian Dollars) (Total – E =)**

4.2 Language Training

The department will reimburse language-training costs with deputy head pre-approval. It is considered an asset for posted staff to be functionally proficient in the language of their host country. Posted staff are eligible for one refresher course at the beginning of their posting. Dependents are eligible to enroll in one beginner course only at the beginning of the posting to allow them to integrate at a social level. Training for dependents can occur in Canada or at the post after relocation.

4.3 General Education Policy and Expenses

An education allowance may be provided at the deputy head's discretion for reasonable expenses to educate a dependent child, if the expenses incurred exceed those that the posted employee would incur if still residing in Canada.

It is expected that the dependents of a posted employee will attend a school within the public school system at the post location, which approximates Canadian standards, and enables dependents to re-enter the Canadian school system with as little disruption as possible. If the public school system at the post is incompatible with the Canadian system, due to safety and security concerns, or language barriers, other education options (e.g. private school) may be considered.

A request for funding must be completed under these circumstances. Refer to [Appendix 3](#) - Factors for Education Assistance and Education Assistance Request Form.

Admissible expenses may include tuition and registration fees, textbook costs, examination fees, and school bus services. Inadmissible expenses include nursery school costs, school pictures, lunch programs, athletic equipment, school uniforms and field trips.

4.4 Home Leave

Home leave to Alberta may be made available at the deputy head's discretion, so that posted staff and their dependents can return periodically to Alberta. Home leave to Alberta provides posted staff with the opportunity to connect with Alberta contacts and maintain relationships. Home leave expenses eligible for reimbursement include ground transportation to and from the airport, and economy airfare to and from the post for the posted staff and their dependents.

Any other costs incurred during home leave are the responsibility of the posted staff.

The department may authorize one home leave for every year of assignment at a post. Posted staff already living in the host country at the time of hiring are not eligible for home leave. Home leaves may not be accumulated from one year to the next, nor can the home leaves be used for travel to other destinations. There is no cash value for unused home leaves.

4.4.1 Home Leave for Dependent Post Secondary Student

The policy applied to home leave for posted staff is also applicable to a dependent student's home leave travel. When a dependent student is away from parents/family and attending school at the home location, the dependent student will be entitled to a home leave to visit the family at the international location. The dependent student's home leave may be provided up to and including the school year of the 23rd birthday for a student in full-time attendance at a post-secondary educational institution at the home location.

5.0 Relocation

5.1 Travel

The guidelines apply to posted staff and their dependents for relocation to, from and between posts and on ceasing to be a posted staff or a dependent while serving outside of Canada.

The deputy head decides whether an employee should be relocated. Therefore, it is the sole responsibility of the department to determine the relocation assistance that should be provided.

In any relocation, the aim is to relocate the posted staff in the most efficient fashion – i.e., at the most reasonable cost, and with minimal inconvenience to posted staff and their family.

A house-hunting trip to the post to find a suitable residence for the posted staff and dependents may be authorized by the Deputy Head. Posted staff that are provided with staff quarters through the GAC housing pool are not eligible for the house-hunting trip expenses and allowances. Please refer to the Alberta TBF [Public Service Relocation and Employment Expenses Regulation](#) for reimbursable house-hunting trip expenses.

5.2 Transportation

When posted staff are relocated to a post or from a post, transportation will generally be by air, between the post and the employee's place of residence, using the most direct route.

Dependents of posted staff are entitled to transportation and accommodation according to the Alberta TBF [Public Service Relocation and Employment Expenses Regulation](#). If during the relocation, the posted employee is required to precede or follow a dependent to or from the post; dependents will be considered, subject to the approval of the deputy head, the same as the posted staff for purposes of expense reimbursement incurred under these guidelines.

Reimbursement for relocation travel for posted staff and their dependents will be for economy airfare only.

5.2.1 Transportation Where Air Services Are Not Used (Applicable to United States Locations)

The department may consider a request from posted staff to travel by private motor vehicle.

Travel will be reimbursed as per the reimbursement rate as referenced in the Alberta TBF [Travel, Meal and Hospitality Expenses Policy](#) under Appendix A – Other Use of Private Vehicle, for a maximum of one vehicle, between the posted staff's place of residence and the post.

The department will determine a reasonable number of days for which reimbursement for meals and accommodation while travelling may be claimed, based on the most practical and economical route by private motor vehicle.

Posted staff are responsible for determining whether the private motor vehicle meets the host country's motor vehicle emission/licensing requirements. Any associated costs are the posted staff's responsibility.

5.3 Living Expenses in Temporary Accommodation

If posted staff require temporary accommodation while relocating, with the pre-approval of the deputy head, they will be reimbursed for reasonable costs of the accommodation, meals and subsistence for themselves and dependents, or receive an accommodation allowance as specified in the Alberta TBF [Public Service Relocation and Employment Expenses Regulation](#).

5.4 Relocation Expenses and Disclosure of Expenses

Relocation expenses are to be submitted by posted staff upon relocation by completing an expense report in 1GX.

The following Alberta TBF policies are applicable to relocation travel expenses: [Travel, Meal and Hospitality Expenses Policy](#), and [Public Disclosure of Travel and Expense Policy](#).

Relocation expenses include one way transportation, meal and per diem allowances, accommodation and ground transportation during travel (applicable to posted staff and accompanying dependents).

5.5 Incidental Relocation Expense Allowance

Posted staff may be reimbursed for incidental expenses as specified in the Alberta TBF [Public Service Relocation and Employment Expenses Regulation](#).

Approved incidentals include but are not limited to the following:

- utility hook up;
- driver's license valid at post or upon return to Alberta;
- window coverings; and
- small appliances if voltage requirements differ from Canada.

5.6 Moving and Storage

Posted staff, in consultation with their manager, and Service Alberta, will move only those personal household goods to or from the post that can be reasonably used during the posting period. Remaining personal household goods will be moved to storage.

Service Alberta will choose the most cost effective and expedient method of moving and storing the personal household goods of posted staff and their family. This includes selecting the moving carrier based on established business criteria.

Assistance for storage of household goods may be provided by the department.

5.6.1 Shipment of Household Goods

When posted staff relocate to a post or between posts, the deputy head may authorize shipment of all or part of the employee's household goods to the new post. Refer to [Appendix 4](#) for weight limitations for shipment, which are based on family configuration and whether or not the staff quarters at the post is furnished or unfurnished.

Following confirmation of a posting, posted staff should prepare two lists of household goods: those items to be shipped and those items that will be stored at their home place of residence. Completion of these lists is important in the event of a loss (see [Section 5.6.5 - Insurance](#)). The moving company assigned to the move may assist in the preparation of these lists. Expenses incurred for shipping from somewhere other than the employee's principal residence will **not** be paid by the department.

The department will **not** be responsible for arranging shipment of household goods to any other location. If posted staff wish to ship items to another location, it will be at their personal expense.

5.6.1.1 Weight Limitations

The method of shipping household effects – by air, sea, road or a combination – will be determined on the basis of cost effectiveness. The moving company should indicate the pre-shipment weight of the effects so that corrective action may be taken to reduce the weight if necessary.

The shipment of household effects cannot exceed weight limitations for the type of accommodation at the post. Refer to [Appendix 4](#) for the weight limitations of household effects when relocating.

Note that household shipments for incoming and outgoing relocations should be within 10 percent of each other. If posted staff acquire household goods that exceed the 10 percent allowance, they are responsible to bear the shipment cost for the portion that exceeds the 10 percent limit.

5.6.2 Storage of Personal Items

The department will not be responsible for storage of personal household goods at any location other than the original place of residence of the posted staff. If posted staff wish to store items at any other location, it will be at their personal expense.

When posted staff acquire furniture and household goods during an assignment outside Canada, such as an inheritance, the deputy head may authorize payment of all or part of the storage costs of such items until the posted staff returns to their original place of residence.

Inheritance may also include personal and household goods transferred from parents who move from a family residence into an elder-care facility.

5.6.3 Private Motor Vehicle

The department will cover the cost of movement of a private motor vehicle only if approved as mode of transportation to the post. Refer to Section 5.2.1.

The department may authorize storage of one private motor vehicle at a cost of up to \$75 per month on a receipt basis. Receipts must be submitted by posted staff via expense report through 1GX. Arrangement for storage and the cost of maintenance of the vehicle, if required, will be the responsibility of posted staff.

5.6.4 Restrictions Applying to Shipments and Storage

Refer to [Appendix 5](#) for a representative listing of items that will not be moved or stored at the department's expense.

5.6.5 Insurance of Household Goods Stored and Shipped

Posted staff are responsible for acquiring appropriate household insurance for their household goods and personal belongings in transit and/or long-term storage. The department will reimburse the cost of the premium for insurance covering the loss or damage to household goods in transit and/or long-term storage.

6.0 Posting Preparation and Department Assistance

6.1 Pets

The department will cover the transportation (airfare only) cost for the relocation of one family pet. The transport of any additional pets is the responsibility of the employee. The employee will also be fully responsible for all additional costs associated with the relocation of family pets to a posting abroad (pre-travel veterinary visits, vaccinations, quarantines, documentation etc.). It is the responsibility of the employee to consult with the host country/Mission to ensure that relocation of their pets is possible, and to make sure that they meet all local requirements necessary to relocate their pets.

6.2 Canadian Principal Residence

Posted staff are responsible for making their own arrangements regarding their current place of residence. If the employee currently owns their principal residence, it will be the employee's responsibility to lease, sell or prepare their residence to be uninhabited for the duration of their posting, as the employee determines appropriate.

If the employee currently rents/leases their primary residence at the time of accepting their posting, and the end date of the lease does not align with the posting start date, it will be the responsibility of the employee to terminate or sub-lease (if appropriate) their current rental arrangements.

6.3 Department Assistance – Related to Canadian Principal Residence

The department is aware that the employee may face financial implications related to the sale, rental or property management decisions they make related to their primary residence at the time of accepting their posting. Therefore, for any staff who apply and accept a set term posting abroad, the department may provide an eight-month waiver for the payment of their shelter/rent share costs that will take effect upon relocation.

This waiver is meant to provide some relief from potential financial burdens related to accepting a posting, such as, real estate fees, legal fees, mortgage termination penalties, lease termination fees, property management fees, tenant finder fees, property taxes, condo fees, utilities etc.

7.0 The Post Residence

7.1 Alberta Comprehensive Rent Share

The Alberta Comprehensive Rent Share is the amount which generally corresponds to the cost of average, fully serviced rental accommodation (including utilities and basic telephone costs) occupied by an employee of similar family status to the posted staff in the Edmonton area.

The Alberta Comprehensive Rent Share is determined from the Canada Mortgage and Housing Corporation (CMHC) Market Report. The rent share is based on the average rents for Edmonton. Posted staff are required to pay an average rent share cost toward their staff quarters at the post to approximate what they would pay if residing in Alberta.

The Alberta Comprehensive Rent Share in effect at the time posted staff enter a lease in a post, is subject to revision at any time during the duration of the lease to reflect changes in the price of housing or utilities in Edmonton.

The Alberta Comprehensive Rent Share is a deduction from all other post allowances when determining the amount on the International Service Allowance Claim form (see post allowance calculation 4.1.4). If, after the Alberta Comprehensive Rent Share is deducted from all other allowances payable, and the allowances do not cover the full rent share amount, the posted staff is required to pay the difference by monthly cheque to the Government of Alberta as their contribution toward the rent share.

The Alberta Comprehensive Rent Share amounts are included as [Appendix 6](#).

7.2 Housing Assistance in International Locations

The department will, following consultation with posted staff, determine the most appropriate living accommodation for the posted staff and their dependents. In most markets where the AIO is co-located with the Government of Canada, posted staff will be assigned furnished living accommodations from the Government of Canada housing pool. The basis for selecting accommodation will be made primarily on the following criteria:

- cost effectiveness;
- proximity to the Alberta office;
- transportation availability;
- comparability to probable housing that would accommodate the posted staff in their home place of residence;
- security; and
- family size.

The department will be responsible for any associated housing costs over and above the Alberta Comprehensive Rent Share.

7.3 Household Insurance at the Post

Posted staff are responsible for acquiring appropriate household insurance at the post for their personal belongings, at their own cost.

The department conducts an annual audit of Government of Alberta owned furnishings and office equipment at the post and in employee residences to satisfy the requirements of Risk Management and Insurance, Alberta Finance. The posted employee is responsible for maintaining current inventories of furnishings and equipment.

8.0 Leasing Vehicles, Car Insurance and Driving Outside of Canada

If a vehicle is required at the post, it is the responsibility of posted staff to ensure that they have the appropriate international driving license, the legal ability to lease personal vehicles, and an appropriate level of vehicle insurance. Posted staff may only claim for business related expenses.

9.0 Addition of Dependent(s)

Where posted staff add a dependent during the posting, the deputy head may authorize payment of:

- actual and reasonable transportation expenses, including costs of authorized stopovers, for the dependent, up to the cost of travel by the most direct route from the dependent's place of residence to the employee's post;
- actual and reasonable expenses for the movement of household goods, from the location where the dependent resides, to the post, up to the cost of shipment by the most direct route from the dependent's place of residence to the post;

- the storage of the dependent's household goods provided that items are combined with existing long-term storage of posted staff, if necessary the dependent's household goods will be stored until the time the posted staff returns from their post.

10.0 Health Benefits and Insurance

The Government of Alberta's objective is to ensure that posted staff and their dependents are not penalized financially when having to obtain medical services outside of Canada. Eligible posted staff will be provided with similar levels of reimbursement for medical and hospital expenses, as well as prescription drug, extended medical and dental coverage, as Alberta public service employees working within Canada.

There are two components to coverage for eligible posted staff:

1. The International Health Plan, which provides hospital and medical coverage while in the post country, as well as 30-day emergency travel coverage when travelling away from the post.
2. The Government of Alberta's Employee Group Benefits Program, which provides prescription drug, extended medical and dental coverage.

10.1 Government of Alberta's Employment Group Benefits Program and International Health Plan

Eligible posted staff and their dependents are typically covered by the same group benefit plans for prescription drug, extended medical and dental coverage as other management and excluded employees of the Government of Alberta; however, there may be exceptions. For details on what the plan covers, refer to the [1st choice benefits handbook](#) for Government of Alberta Managers and Non-Union Employees.

Eligible posted staff and their dependents will be enrolled in Government of Alberta's International Health Plan provided through MSH International. This secondary plan is to ensure coverage for all medical services that would have been covered under the provincial/territorial health plan are covered, or for expenses that exceed those had the services been rendered in Canada.

This coverage is activated upon the posted staff's posting date to the host country. This plan also provides 30-day emergency travel coverage when travelling away from the post country. The 30-day emergency travel coverage is for emergency services only. If travelling away from the post country for more than 30 days, it is the posted staff's responsibility to purchase additional travel coverage.

10.2 Provincial or Territorial Health Coverage

The International Health Plan works in conjunction with provincial/territorial health plans. As such, provincial/territorial health care coverage must be in place at the time of enrollment in the International Health Plan and must be retained while posted outside of Canada to the maximum length allowed. Most provincial/territorial health care plans provide coverage for the first 12 months of a posting, but some provinces may extend coverage for up to 48 months upon request by the employee to the ministry of health for their province/territory of residence. The employee is expected to request the maximum extension allowed prior to leaving Canada, or upon receiving a contract extension.

It is the posted staff's responsibility to keep their provincial/territorial health care coverage active for as long as possible. If a posted staff is unsure about any aspects regarding their provincial/territorial health care insurance, including if it is still active, the posted staff must contact the ministry of health for their province/territory of residence.

10.3 Medical Exams and Prescription Drugs

While posted staff still have provincial/territorial health coverage in force, they are expected to obtain regular medical and dental checkups when in Canada and to have all necessary treatments completed, if possible, before returning to the post.

If posted staff or their dependents while in Canada require a prescription filled for more than 100 day supply, the employee needs to send an email to SA.BenefitsAdmin@gov.ab.ca requesting that this limit be increased. The information required includes the name of the person that the prescription is for, the departure date from Canada, the quantity requested, and the name and phone number of the pharmacy that the employee will be purchasing the medication from. Once eligibility is confirmed, approval will be sent to the pharmacy.

Upon arrival at the post, posted staff should seek out local medical doctors and/or clinics as recommended by the Mission. When applicable, arrangements may be made through Alberta Blue Cross for direct billing. If a suitable medical clinic is located at the post, that is willing to direct bill Alberta Blue Cross, contact Alberta Blue Cross Travel Assistance at the following phone number to request direct billing: 1-800-772-2583 Canada and U.S.A. 1-403-225-4289 all other countries. Alberta Blue Cross will contact the clinic's administrator to determine if suitable arrangements can be made.

10.4 Worker's Compensation Benefits

The Government of Alberta will apply to have Alberta Worker's Compensation Board coverage for posted staff. However, in some circumstances this may not be possible. Each country has its own laws governing foreign workers, which must be observed, particularly where the AIO is not co-located with a Mission. In addition, circumstances specific to the posted staff may also have a bearing on the availability of Alberta Worker's Compensation Board coverage. In some situations, a separate insurance policy may be secured by the Government of Alberta to comply with local law.

11.0 Voting Privileges

To vote in a provincial election, an Alberta resident living outside of the province must register in person with an election officer in Alberta before the election occurs.

Registration can occur when visiting Alberta; however, trips made to Alberta for the specific purpose of registering will not be reimbursed. Alberta residents living outside of the country have the option of registering to either vote in person on Election Day or have someone else vote for them. If another person is voting, each person involved - the Alberta resident and the delegated voter - must sign a proxy application form in the presence of a returning officer before an election. Refer to the [Elections Alberta website](#) for more information.

If the posted staff's home province or territory of residence is outside of Alberta, they should consult the Election Office in their home province or territory of residence for voting information while living abroad. Trips made to the home province or territory of residence for the specific purpose of registering will not be reimbursed.

Procedures for registration and voting in a federal election are provided by the Mission.

12.0 Leaves and Public Holidays

12.1 Vacation Leave

Posted staff must request their supervisor's approval in 1GX prior to taking any leave while posted abroad as outlined in the [Vacation Leave directive](#). Entitlement amounts will be outlined in the employment agreement.

12.2 Public Holidays

The statutory holidays observed at AIOs may vary from those in Alberta in order to conform to local customs and to be consistent with the holidays observed by the Mission at each post.

12.3 Relocation Leave

An employee shall be granted up to five working days off with pay, as authorized by the deputy head, to relocate, including the overseeing of the packing and loading of household goods.

12.4 Bereavement Leave Support

Time away from work for Bereavement leave must be documented as special leave – bereavement. For further information on special leave entitlements, refer to the [Public Service Employment Regulation](#). In the event of the death of a spouse or benefit partner, parent, or child, posted staff should advise their manager as soon as possible of their intent to travel to attend the funeral.

The department will pay the reasonable cost of transportation for the employee and dependents to the place of residence and return to the post. The posted employee will be reimbursed upon submission of receipts for travel costs to return to the place of residence or the equivalent travel costs to another location.

13.0 Memberships

Payment of memberships may be authorized when membership in an organization is beneficial to the department.

Memberships are usually not considered a Canadian taxable benefit to posted staff when the department is the primary beneficiary of the membership. This would be the case when the professional membership of posted staff is necessary for the effective performance of their duties. Reimbursement for professional memberships is subject to Section 12 of the TBF [Travel, Meal and Hospitality Expenses Policy](#).

Membership in a business association or chamber of commerce is considered an allowable expense. All memberships require the approval of the department. The benefits of the membership will be re-assessed with each renewal. All memberships are to be registered under the department's name and address whenever possible. If, as a condition of membership, posted staff must be the member, their title should be used along with the department address. Any benefits associated with the membership must be passed along to the department.

14.0 Business Travel Authorizations to Alberta and within Geographic Area of the Post

All business travel must be in relation to the annual work plan for the AIO. Posted staff are responsible for making the most practical and economical arrangements for travel (economy flights), meals and accommodation, and will be reimbursed in accordance with the [TBF Travel, Meal and Hospitality Expenses Policy](#).

When posted staff are travelling outside their post city but within the geographic area of their post, they must indicate the location and dates of travel in the [International Travel Registry \(ITR\)](#). This will enable Government of Alberta to identify staff who may be in the area of natural disaster or terrorist threat.

15.0 Emergencies

Planning ahead is essential to an effective and efficient emergency response. The purpose of emergency response plans is to prevent injury and to minimize property damage in an emergency. Emergency response plans also minimize workplace disruptions and facilitate the continuity of business operations in a timely and effective manner after an emergency. There are three basic sources of emergencies:

1. Natural emergencies: caused by such events as floods, lightning strikes, ice storms, tornadoes, high winds and forest fires.
2. Human emergencies (man-made): these emergencies are the result of human activities (e.g., fire, explosion, structural collapse, bomb threat, biohazards, vandalism, chemical release and workplace violence).
3. Technological emergencies and mechanical emergencies: caused by events such as a process or system failure (e.g., safety system failure, telecommunications failure, computer system failure and power failure).

15.1 Emergency Preparedness/Emergency Evacuation and Loss

The personal safety of posted staff and their dependents is of the utmost importance for the Government of Alberta.

These guidelines are designed to provide for the emergency evacuation of posted staff and any dependents from a post in the event of hostilities, natural disaster, epidemics/pandemics as declared by the World Health Organization, or other threatening circumstances; to safeguard the material possessions of posted staff during such absence; and to provide compensation for any loss resulting from the event that causes the evacuation.

- The deputy head may authorize the emergency evacuation of posted staff and their dependents to a suitable location when evacuation is required in order to ensure their safety.
- In extraordinary circumstances, where insufficient time or inadequate communications exist, posted staff will exercise personal judgment to keep themselves and their dependents safe. This may involve staff and dependents leaving the post for extended periods of time.
- The authorized travel and actual and reasonable living expenses of posted staff and/or dependents evacuated may be paid during the period of evacuation according to the TBF [Travel, Meal and Hospitality Expenses Policy](#).

- Posted staff evacuated from their post are deemed to be on duty from the day of departure from the post until the return to that post or another assigned location.
- Where emergency evacuation conditions exist, the deputy head will authorize payment to posted staff for the cost of actual and reasonable lodging, meals and gratuities during the period the employee is required to remain in temporary accommodation.
- Posted staff are authorized to approve actual and reasonable expenditures in order to safeguard the employee's material possessions against the events which caused the evacuation.

The deputy head will determine and authorize when posted staff and their dependents will return to the post.

In AIOs that are co-located, the emergency evacuation procedures of the federal government are to be adhered to by posted staff. In stand-alone offices, emergency evacuation procedures are to be developed and adhered to by all staff.

15.2 Death of Posted Staff or Dependents

If posted staff or their dependents die at a post, the deputy head may authorize payment of extraordinary expenses, not covered by Workers' Compensation Board (WCB) or any health insurance plans, which are in excess of expenses which would have been incurred had death occurred in their home place of residence, for:

- the cost at the place where death occurred for ambulance, hearse, embalming or cremation, secured casket (not coffin), and any other essential costs in excess of those which would have been incurred had death occurred in their home place of residence; and
- transportation expenses for the body from the place where death occurred to their home place of residence.

Refer to: [Workers' Compensation Board Policy 06-01 Part II, Application 5: Coverage Outside Alberta](#), to determine WCB coverage applicability. Also refer to: [Workers' Compensation Board Policy 04-08 Part II- Application 1: Fatalities](#), to determine what fatality benefits the WCB pays. Links to these policies can be found via the WCB main website: <https://www.wcb.ab.ca>

In the event of a death of posted staff or their dependents while on vacation away from the post, emergency out-of-country medical insurance will apply.

Dependents of posted staff are not covered by WCB.

16.0 Returning From the Post

16.1 Completion of Posting Assignment

Posted staff will be given reasonable notice by the department in terms of the completion of his or her posting assignment.

16.2 Relocation from the Post

Relocations will be planned for and completed to coincide with the end of the posting assignment. Any relocation that takes place after the posting assignment end date would require deputy head approval.

Posted staff and their dependents at the post will be supported to return to Alberta (or to another destination if appropriate) subject to the rate and manner of reimbursement prescribed by the Alberta TBF [Public Service Relocation and Employment Expenses Regulation](#).

Relocations to destinations outside of Canada may be considered with deputy head approval, provided that the cost is demonstrated to be equivalent to or less than relocation to Canada.

Posted staff who resign, retire or are dismissed prior to the end of their assignment will be supported to return to Alberta (or to another destination if appropriate) within 60 days of the posting assignment termination date. Relocation

costs will become the responsibility of the posted staff and their dependents should relocation occur after that 60-day period. The deputy head may authorize a longer relocation period in exceptional cases.

16.3 Transportation of Household Goods from the Post

When posted staff are relocated from a post back to their place of residence, the department will make the necessary arrangements and approve payment of the actual and reasonable expenses for packing, crating, transportation, and unpacking of household goods. Consideration will be given for short-term storage of household goods based on individual circumstances.

The household goods authorized for shipment to the posted staff's place of residence will be shipped using the most practical mode and route. Items will be shipped by surface means, by air cargo or by a combination of both modes.

In exceptional cases, the department may authorize payment for limited excess baggage or accompanied air freight, as appropriate. Such cases may occur when there is:

- a delay in access to the air shipment;
- an extended stay in temporary accommodation; or
- a need for more clothing because of a significant change in climate.

Service Alberta will choose the most cost effective and expedient method of moving posted staff, including their family's personal items. This includes selecting the moving carrier based on established business criteria.

Posted staff, in consultation with their manager and Service Alberta, will move only personal and household goods back to their place of residence. Appliances and other furniture purchased by the Government of Alberta at the post remain the property of the Government of Alberta and are subject to the department's discretion regarding their disposal.

Significant purchases while at the post such as articles of extra-ordinary value, i.e. artwork, collector items, private motor vehicles or motorcycles, and other non-admissible items (see [Section 5.6.1.1](#)), remain the responsibility of posted staff for the cost, custom approvals, and method of transportation back to the employee's place of residence.

16.4 Delivery of Household Goods and Personal Items for Long-Term Storage

On preparing to return, the department will contact Service Alberta to make arrangements regarding the movement of the household goods of posted staff in storage to their principal residence.

Where items have been placed in long-term storage at their place of residence, shipment of such items to a location other than the place of residence will not be authorized.

The deputy head may authorize the continued storage costs for a deceased employee's items in long-term storage for up to six months.

Posted staff who resign, retire, or are dismissed while at the post are responsible for storage costs of items in long-term storage after 60 days from the date of termination of employment. In exceptional cases, the deputy head may authorize coverage of storage costs exceeding 60 days.

16.5 Temporary Accommodation

If posted staff are returning to a job within the department, they may submit receipts for personal expenses for temporary accommodation subject to the rate and manner of reimbursement prescribed by the Alberta TBF [Public Service Relocation and Employment Expenses Regulation](#).

16.6 Relocation Specific Circumstances

16.6.1 Termination of Assignment Outside Canada

If the assignment of posted staff is terminated because of reassignment, retirement or workforce adjustment, the deputy head may approve payment of actual and reasonable relocation expenses from the approved place of residence abroad to their home place of residence.

16.6.2 Early Termination of Posting

When posted staff request relocation to Alberta before completion of the agreed-to assignment, the deputy head may require that the employee pay a portion of the relocation expenses as defined in [Section 16.3](#) and [16.4](#). The portion will not exceed the amount determined on a pro-rata basis according to the following formula:

The period of assignment uncompleted divided by the previously agreed duration of assignment multiplied by the total relocation expenses equals the amount payable by the employee.

If posted staff are recalled to Canada, the deputy head may authorize reimbursement of Canadian customs duties and taxes assessed on personal household goods that do not qualify for tax-free admission.

Reimbursement may 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 had the employee completed the assignment.

16.7 Automobile / Car Insurance

On returning to their place of residence, posted staff may have lost their preferred insurance rate for automobile insurance. This situation may occur when posted staff have not had vehicle insurance coverage during their time at the post. The deputy head may, on a case-by-case basis, reimburse posted staff for the additional cost of vehicle insurance. Reimbursement would apply to comparable coverage, on the same or comparable vehicle to that owned by the employee prior to the posting, for a period up to one year.

Refer to Canada Customs and Revenue Agency pamphlet RC4105E – Moving Back to Canada (<http://cbsa-asfc.gc.ca/travel-voyage/fr-ar-eng.html>).

Contact

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Appendix 1: Assignment Allowance

EFFECTIVE DATE APRIL 1, 2021

Dependent Status	Amount In \$Canadian Per Annum
Unaccompanied	\$ 7,621
Accompanied by one dependent	\$ 10,670
Accompanied by two dependents	\$ 12,803
Accompanied by three dependents	\$ 13,444
Accompanied by four or more dependents	\$ 14,114

Appendix 2: Hardship Allowance

EFFECTIVE APRIL 1, 2021

HARDSHIP LEVEL AND AMOUNT IN \$CANADIAN PER ANNUM

Post Hardship Level	Dependent Status				
	Unaccompanied	Accompanied by one dependent	Accompanied by two dependents	Accompanied by three dependents	Accompanied by four or more dependents
I	\$ 3,724	\$ 4,843	\$ 5,593	\$ 5,777	\$ 5,925
II	\$ 5,596	\$ 7,278	\$ 8,395	\$ 8,678	\$ 8,956
III	\$ 7,453	\$ 9,688	\$ 11,182	\$ 11,553	\$ 11,925
IV	\$ 11,182	\$ 14,536	\$ 16,775	\$ 17,334	\$ 17,890
V	\$ 14,910	\$ 19,382	\$ 22,364	\$ 23,108	\$ 23,855

Appendix 3: Factors for Education Assistance

PRIMARY AND SECONDARY EDUCATION OF DEPENDENT CHILDREN:

Financial assistance is only provided to ensure that dependent children who will be accompanying a posted staff receive primary and secondary education which approximates Canadian standards and will enable the dependent to re-enter the Canadian school system with as little disruption as possible.

Compatibility of education system at the post compared to the public system in Canada is the main factor in determining eligibility for education assistance. Institutions accommodating special needs are included as a compatibility factor. If the public school system at the post is incompatible with the Canadian system for security concerns or language barrier reasons, it may be necessary to explore other options (e.g. private school).

If the public school system at post is comparable in terms of Canadian academic standards, and the posted staff chooses to enroll their dependent in a private school, as their personal preference, the posted staff will be responsible for covering the costs.

Education Assistance Request Form

Reference: APSISG Section 4.3 Education Allowance.

INSTRUCTIONS: One education request form is required for each dependent.

Dependent Information:	
Name of Employee:	Office:
Name of Dependent:	Age of Dependent:
Primary or Secondary School Level: <i>(grade or equivalent)</i>	
Location of Requested School: <i>(country, city/or closest town or city)</i>	
Reason for Request:	
<p>List the reasons for your request to enroll your dependent in a private school at the post. Note: safety/security concerns must be fully explained.</p>	
Available Schools:	
<p>Please list (can be on an attachment) the school/s and location, available to your dependent at your post that does/do not meet the compatibility requirement.</p>	
Signatures	
Employee's Signature:	Date:
ADM's Signature:	Date:
Comments:	
Funding Recommended:	Funding Not Recommended:
DM's Signature:	Date:
Comments:	
Funding Approved:	

Appendix 4: Weight Limitations for Relocations

HOUSEHOLD EFFECTS
EFFECTIVE APRIL 1, 2019

No. of persons in household	Furnished Accommodation	Unfurnished Accommodation
1	3,100 kg net (6,820 lbs.)	4,700 kg net (10,340 lbs.)
2	3,400 kg net (7,480 lbs.)	5,300 kg net (11,660 lbs.)
3	3,700 kg net (8,140 lbs.)	5,900 kg net (12,980 lbs.)
4	4,000 kg net (8,800 lbs.)	6,500 kg net (14,300 lbs.)
5	4,300 kg net (9,460 lbs.)	7,100 kg net (15,620 lbs.)
6	4,600 kg net (10,120 lbs.)	7,700 kg net (16,940 lbs.)
7 or more	4,900 kg net (10,780 lbs.)	8,300 kg net (18,260 lbs.)

THE WEIGHT LIMITS REFERRED TO ARE NET AMOUNTS.

GROSS WEIGHT SHALL BE DETERMINED BY APPLYING THE FOLLOWING % FACTORS FOR PACKING MATERIAL:

Air shipment:	20%
Road shipment:	15%
Overseas container shipment:	15%
Overseas wooden liftvan shipment:	30%

Appendix 5: Checklist for Non-Admissible Household Items and Services

The following is a representative listing of items that will not be moved or stored under these guidelines:

NON-ADMISSIBLE ITEMS:

- Explosives – such as ammunition, flares, fireworks, blasting caps
- Firearms – revolvers or restricted weapons of any kind
- Commodities that by law or tariff restriction, The Transportation of Dangerous Goods Act and Regulations or by international, federal and/or provincial laws, may not be moved with household goods
- Firewood
- Flammables – matches, lighter fluid, barbeque starter, charcoal, gas, paint, paint thinners, glues, resins, kerosene, naphtha, alcohol lamp oil or oily rags
- Gases – any gas under pressure, propane tanks, oxygen, helium, aerosol cans and butane lighters
- Propane tanks
- Scuba diving tanks – may be accepted providing the employee empties the tank, removes the pressure valve located at the neck of the tank and installs a dust cap
- Animals – livestock and pets, fish in aquariums, and related supplies, such as food
- Aircraft, ultra-lights and associated parts
- Trailers (camping or similar), motorhomes
- Boats, parts of boats, other watercraft, boat or watercraft trailers
- Motorcycles, all terrain vehicles, scooters, snowmobiles
- Building material exceeding 100 lbs.
- Empty bottles (except for preserving jars and hobby collections)
- Farm or construction equipment
- Outdoor barbeques (brick, cement or stone)
- Patio stones and rocks
- Portable buildings (except when dismantled and accepted by the mover on an actual straight-weight basis)
- Fences
- Major private motor vehicle assemblies/large components
- Alcoholic beverages
- Items requiring climatically controlled conditions, such as perishable items, plants, frozen foods or items requiring heat or refrigeration
- Oxidizers, corrosives and poison – bleach, disinfectants, pool chemicals, hair bleach, chlorine in any form, corrosive cleaners, acids, batteries, preservatives and photographic chemicals
- Fluids, chemicals and liquids whose contents could cause damage to other items in the shipment
- Articles of extraordinary value (such as gold, silver, jewelry, precious stones, stamp/art/coin collections, wills, stocks).

NON-ADMISSIBLE SERVICES:

The following services will not be undertaken or reimbursed:

- Removal of household waste to landfill
- Removal of donated clothing or household goods
- Connecting appliances at destination or conversion of appliances
- Dismantling and re-assembling swing sets, garden and patio furniture and satellite dishes, or items of a similar nature
- Emptying and filling waterbeds
- Draining and filling internal combustion engine fuel tanks
- House cleaning or maid service, fumigation and moth proofing
- Removal or installation of wall-to-wall carpeting, draperies or related items.

With respect to items that by law or tariff restriction may not be moved with household goods, it is the employee's responsibility to research what restrictions if any apply in the country of destination.

This may include:

- insurance, regulatory and permit requirements involved in the shipment of such articles;
- conventions on protected species, national treasures; and
- local laws pertaining to the export of controlled commodities, such as tobacco, alcohol, firearms, plants or narcotics.

Appendix 6: Alberta Comprehensive Rent Share

RENT SHARE IN \$CANADIAN
EFFECTIVE JANUARY 1, 2021

Number of Bedrooms	Alberta Comprehensive Rent Share
Bachelor	\$ 881
1 Bedroom	\$ 1,031
2 Bedrooms	\$ 1,272
3 Bedrooms	\$ 1,385

Appendix 7: Taxable or Non-Taxable - Quick Reference Sheet

	Benefit	Taxable/Non-Taxable	Report
1	Post Allowance	Non-taxable	No
2	Assignment Premium	Non-taxable	No
3	Post Hardship Allowance	Non-taxable	No
4	Home Leave – employee and dependents living at post	Non-taxable	No
5	Home Leave – dependent not living at post	Taxable	Yes (T4)
6	Storage for household items (long-term)	Taxable	Yes (T4)
7	Education costs (K-12)	Non-taxable	Yes (T4A)
8	Language training – employee	Non-taxable	No
9	Language training – dependents/spouse	Taxable	Yes (T4)
10	Alberta Blue Cross coverage – outside APSISG	Non-taxable	No
11	Housing	Partially taxable	Yes (T4)
12	Vehicle allowance	Taxable	Yes (T4)