Terms and Conditions of Employment for Excluded Employees/ Appointees Part 06 – Allowances and Reimbursable Expenses

Last updated: April 1, 2026

28. General payment provisions: All employees / appointees except OIC category D

1. Allowances pursuant to sections 29, 30, 32, 34, 35 and 36 shall cease to be paid effective the first day following the day the terms and conditions for earning the allowance are no longer being met, or where an employee/appointee:
    1. Terminates or has their employment terminated,
    2. Is on a leave of absence without pay,
    3. Is on a leave of absence with pay away from headquarters in excess of 30 calendar days,
    4. Is absent without leave, or
    5. Is on paid absence prior to retirement away from headquarters.
2. Any allowance payable to a bargaining unit employee, but not specifically covered in this policy, may also be extended by the Deputy Minister in the same circumstances and on the same basis to an employee/appointee.

29. Board and Lodging Expenses: All employees / appointees except OIC category D

Board and lodging expenses will be reimbursed in accordance with the provisions in effect for the majority of bargaining unit employees of the employer.

30. Child Care Expenses: All employees / appointees except statutory term, OIC category C (who are not employed in a minister's office) and category D

1. Where an employee/appointee is requested or required by the employer to attend employer-endorsed education, training and career development activities or employer sponsored activities which are not included in the normal duties of the employee/appointee’s job and are outside their headquarters or geographic location such that the employee incurs additional child care expenses, the employee shall be reimbursed for the additional child care expense up to $74.26 per day upon production of a receipt.
2. Where an employee/appointee who is not on leave of absence attends a course approved by the employer outside the employee/appointee's normal scheduled work day such that the employee incurs additional child care expenses, the

employee shall be reimbursed for the additional child care expense up to $31.83 per day upon production of a receipt. This reimbursement shall not exceed 15 days per calendar year.

3. Reimbursement in (1) or (2) shall only apply where no one else at the employee/appointee's home can provide the childcare.
4. The receipt shall be a signed statement including the date(s), the hourly rate charged, the hours of care provided and shall identify the caregiver/agency.

31. Expenses where illness, injury or death occurs outside British Columbia while on the employer's business: All employees / appointees except statutory term

1. If an employee/appointee becomes ill or injured while out of the province on the employer's business, all medical, surgical and hospital fees not covered by the public service group plans or Workers' Compensation will be paid by the employer.
2. The employer shall also pay any additional accommodation, transportation and incidental expenses resulting from the illness or injury.
3. In the event death occurs while out of the province on the employer's business, the costs of returning the deceased to the province, where desired, will be paid by the employer.

32. Isolation Provisions: All employees / appointees except OIC category D

For designated isolated locations, isolation provisions as specified in Schedule 4 are payable.

33. Pre-retirement leave / allowance

33.1 Pre-retirement leave / retirement allowance: Regular employees, OIC categories A, B, and C

1. Upon retirement from service a regular employee/appointee who has completed 20 years of service with the employer and who, under the provisions of the Public Service Pension Plan, is entitled to receive an immediate monthly pension benefit, is entitled to an amount equal to their salary for one month and, for each full year of service exceeding 20 years but not exceeding 30 years, is entitled to an additional amount equal to one-fifth of their monthly salary. This amount will be pro-rated for an employee who worked less than full time. The employee /

appointee may opt to take the allowance as equivalent paid leave of absence to be taken immediately prior to retirement.

2. An employee/appointee who receives a notice period or severance must not be given a retirement allowance, except when approved by the minister under a labour adjustment policy or program.

33.2 Pre-retirement leave / accumulated pre-1978 sick bank entitlement: Regular employees, OIC categories A, B and C

1. An employee/appointee who is scheduled to retire and to receive a monthly pension benefit under the Public Service Pension Plan shall be entitled to:
    1. A special paid leave for a period equivalent to 50 percent of their remaining sick bank credit, to be taken immediately prior to retirement, or
    2. A special cash payment of an amount equivalent to the cash value of 50 percent of their remaining sick bank credit, to be paid immediately prior to retirement and based on their current basic salary.
2. Sick bank credit means credit accumulated prior to January 1978, which has not been utilized prior to retirement, to a maximum benefit entitlement of 125 days (based on the maximum sick bank credit of 250 days).
3. Where an employee/appointee is permitted to purchase or reinstate a period of pensionable service at the time of retirement, all or part of the entitlements under Subsection 33.1(1) and/or 33.2(1)(b) above may be used to purchase such service.
4. A regular employee who changes to auxiliary status without a break in service will retain any accrued sick bank credits and may continue to access these credits in accordance with the above and other established policies.

Refer to Schedule 7 - Paid Absence Prior to Retirement.

34. Professional association membership fee reimbursement: Regular employees, OIC categories A and C

A regular full-time employee/appointee who has completed their probationary period and who is required as a condition of employment to maintain membership in those licensing bodies, learned societies or associations as are necessary to maintain professional standing shall be reimbursed as follows:

- In full (not to exceed the 2025-2028 professional fee schedule (PDF, 245 KB) for annual membership or licensing fees paid to those organizations named in the BCGEU Main Agreement or the Extension to the PEA Main Agreement, or

- To a maximum of $200 annually for any required membership not listed in an agreement.

35. Professional accounting fee reimbursement: Regular management employees, OIC categories A and C

A regular employee/appointee who has completed their initial probationary period and who is required as a condition of employment to maintain a professional accounting designation (CA, CGA or CMA) shall be reimbursed the annual membership dues for one designation.

36. Professional association membership fee reimbursement: Legal counsel

The employer shall pay the annual Law Society of British Columbia practice fee on behalf of legal counsel working under the supervision of the Ministry of Attorney General. Payment of the practise fee for ministry lawyers working outside of the Ministry of Attorney General is only made annually at the discretion of the Deputy Attorney General.

37. Reimbursement for necessary foreign travel document and medicals: All employees / appointees except statutory term and OIC category D

Where travel or relocation to a foreign country is required by the employer, an employee/appointee will be reimbursed all costs incurred in acquiring the necessary travel documents and medical examinations.

38. Relocation Expenses

38.1 Relocation expenses: Regular employees, auxiliary employees over 1827 hours, OIC categories A, B and C

Relocation provisions will be paid in accordance with Schedule 5.

38.2 Relocation expenses: Auxiliary employees under 1827 hours

1. An auxiliary employee who has successfully completed their initial probationary period and has to move from one location to another after winning a competition shall be entitled to relocation expenses in accordance with Schedule 5.
2. An auxiliary employee who has to move from one location to another at the employer's request shall be entitled to relocation expenses in accordance with Schedule 5.

38.3 Relocation expenses: New regular management employees, new auxiliary employees and new appointees in OIC categories A and C

Relocation assistance may be offered, in accordance with Schedule 5.

38.4 Relocation expenses: New Schedule A employees, new appointees in OIC Category B

Relocation expenses may be offered in accordance with the relocation provisions for new hires in HR Policy 15 – Relocation.

39. Travel expenses: All employees / appointees

1. Reimbursement of travel expenses will be made in accordance with HR Policy 17 – Travel.
2. The distance allowance specified in HR Policy 17 – Travel covers the distance to and from the employee/appointee's place of residence up to a maximum total of 32 kilometers only when the employee/appointee is required by the employer to have their car at work for use on the job.
3. An employee/appointee on travel status shall normally be afforded the opportunity of returning to their headquarters for a weekend at the end of each two-week period and expenses will be paid as follows:
    1. Travel time and accommodation expenses shall be the employee / appointee's responsibility;
    2. Transportation expenses shall be paid by the employer, and
    3. The employer shall determine the mode of transportation.
4. Deputy ministers and associate deputy ministers will be provided with a government leased vehicle or allowance in lieu in accordance with Schedule 6.