

9.05 Introduction to Overseas Pay and Allowances

This policy gives definitions of the various terms used in the group of policies relating to overseas pay and allowances including:

- Partner – Section 3
- Children – Section 4
- Household – Section 6
- Preliminary Visit – Section 10

The following terms within this policy are defined in the glossary:

Partner, children, family, household, accompanied, boarding school, preliminary visit.

You may also be interested in the following policies:

9.13 Subsistence Allowances, 9.03 Concessionary Travel, 9.15 Refunds of and assistance with expenditure incurred on removal, 9.10 Overseas Posting and Travel, 8.07 Pay for Overseas Postings, 9.11 Cost of Living Addition for Overseas Postings, 9.08 Medical Arrangements at Overseas Posts, 9.05 Introduction to Overseas Pay and Allowances

This policy is version 1.0

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

9.05 Introduction to Overseas Pay and Allowances

CONTENTS

1 Introduction	3
2 Definitions	3
3 Partner.....	3
4 Children	3
5 Family.....	4
6 Household.....	4
7 Accompanied	4
8 Nursery School Fees	4
9 Boarding School	4
10 Preliminary Visit	5
11 NICS Staff Posted To Brussels.....	5

9.05 Introduction to Overseas Pay and Allowances

1 Introduction

This Handbook Section 'Overseas Pay and Allowances' sets out the rules and allowances applicable to you if you are permanently or temporarily posted overseas. Different arrangements and allowances exist depending upon the duration of the posting and your personal circumstances.

2 Definitions

2.1 There are a number of terms used in this Part of the Handbook and these are defined below.

3 Partner

3.1 A partner is defined as:

- a. the person to whom you are legally married; or
- b. the person with whom you share an established relationship, which will continue in the same way at the overseas station.

4 Children

4.1 Children are defined as:

- a. your and your partner's natural children who:
 - i. are unmarried; and
 - ii. are under the age of 19; and
 - iii. are not gainfully employed; and
 - iv. normally reside with you; or
- b. your or your partner's children who are adopted, fostered or from a previous relationship and meet the conditions set out at i. to iv. above;
- c. your or your partner's children who are wholly dependent upon you because of a mental or physical infirmity.

5 Family

5.1 Family means your partner and your children.

6 Household

6.1 This includes:

- a. your family as defined at paragraph 5 above; and
- b. a nanny – where, if you are single with dependant children you require continuity of childcare and the availability of English speaking nannies at the overseas post is limited (all cases to be decided by your Department).

7 Accompanied

7.1 Accompanied status means that your partner and/or any children spend at least six months with you overseas. Whether or not you are accompanied overseas by your partner determines benefits such as Cost of Living Addition (COLA). If your partner/family does not satisfy this residence criterion you will be liable to repay the cost of passage(s) and all other allowances and benefits which depend upon them being classed as accompanied by you, their partner. If exceptional circumstances exist the Department may decide to waive this liability.

You should inform your employing Department if there is any change in your marital status or composition of your family as this can affect the calculation of some of your benefits. You must also inform your Department if you, or any member of your family, leave the post.

8 Nursery School Fees

8.1 Children are eligible from the start of the first term in nursery education in which they are aged three or four years. You are reimbursed for 2½ hours per day/12½ hours per week, over an 11-week term. If you have children attending nursery school for 12½ hours per week or less, you are therefore reimbursed the full nursery costs.

9 Boarding School

9.1 A Boarding School is any institution providing full-time education and boarding facilities that are wholly owned and managed by the school. It must offer the full range of

subjects normally provided by a state primary or grammar/secondary school and in a form generally available under the state system. Sixth form colleges, study centres, 'crammers', and the like do not normally meet this criteria. You should consult your Department as soon as possible to find out if the establishment to which you intend to send your child will qualify.

10 Preliminary Visit

10.1 Departments may grant up to a total of five (see Special Leave) days paid special leave to you in order to carry out a preliminary visit to the new posting station for the purposes of an accommodation search. The 24 hour subsistence rates for the location will be payable to you only. A breakdown of these rates can be obtained from Central Personnel Group.

11 NICS Staff Posted To Brussels

11.1 If you are seconded to the European Commission they will pay you a daily allowance and may provide other benefits. Details of these can be found on the Cabinet Office Website <http://www.eu-aware.net/workineurope>. If you are posted to Brussels and are not eligible for EC allowances/benefits, for example UKREP, you may be entitled to COLA.