

Time off Request Form – Postdoctoral Scholars

Personal Information

Surname: Given Name: UCID:

Immigration Status: Work Permit Expiry Date: **Please read section 1 if your leave extends beyond your work permit expiry date

New Request for Leave of Absence

Type of Leave Request: Reason for Request & Justification:

Last Day Worked: Start Date of Leave: End Date of Leave: **Please read section 2 if your leave extends beyond your current expected appointment end date

Request for Leave Extension (Leave without Pay & Parental Leave)

Original Return to Work Date: Revised/Return to Work Date: **Please read section 1 if your leave extends beyond your current expected appointment end date

Supervisor Signature: _____ Supervisor Name: _____ (Please Print) Date: _____

Appointment Information

Department/Faculty Name: Funding Source: Expected Appointment End Date:

Comments:

Leave Supplement and Benefits *Accounting / Project Job Change Request (JCR) transactions must be submitted to Peoplesoft by the Department prior to start of Leave Period

From	To	%	Fund	Dept	Project	Activity	Salary	Benefits

Approvals

Postdoc Signature: _____ Date: _____

Supervisor Signature: _____ Supervisor Name: _____ Date: _____

Internal - Postdoc Office Use Only

Postdoc Office: _____ Date: _____

Research Accounting: _____ Date: _____

Notes:

Internal - HR Use Only

HR Admin: _____ Date: _____

Completed form must be submitted to the Postdoctoral Office

Section 1 - Leave Extends beyond Work Permit Expiry Date and Expected Appointment End Date

Non-Canadian Postdoctoral Scholars must provide a valid Citizenship and Immigration Canada (CIC) work permit to legally work in Canada. Should your SIN and Work Permit expire before the end of your leave, you must provide evidence of a valid permit and SIN to maintain your status at the University of Calgary. If your renewed immigration documents are not received prior to the permit expiry date, your appointment will be terminated unless you can provide evidence of a verified 'Implied Status'.

Process for Appointment & Work Permit Extension

- Discuss the extension of your appointment with your Supervisor
- Once an agreement has been reached with respect to the terms of your offer, an Extension Letter of Offer will be forwarded to you by your Supervisor. You must provide any required forms or documentation requested by the Postdoc Office for the preparation of your offer letter
- The Postdoc Office will forward your new Letter of Offer and documentation to Immigration Services to complete an Offer of Employment form (IMM5802)
- Payment of the Employer Compliance fee is the supervisor/department responsibility. Proof of payment will be required for your Work Permit application to the CIC
- Your Work Permit application to the CIC must include a receipt of the Employer Compliance fee and a copy of your IMM5802 form forwarded to you by Immigration Services
- Upon receipt of the new work permit, you will need to apply to Service Canada to extend your Social Insurance Number.
- Once you have both of these items,
- Scan and email a copy of your new work permit to HRimmigration@ucalgary.ca and benefits@ucalgary.ca
- Provide the new expiry date for your SIN and attach a scanned copy of your Confirmation of SIN letter from Service Canada by logging into the My UCalgary portal and navigating to: **All about me > My info > Social insurance number.**

Process for Appointment extension under 'Implied Status'

- Send the following documents to Immigration Services for verification:
 - o Confirmation of submission from CIC
 - o Current work permit
 - o Work Permit Application Fee
- Immigration Services will verify your 'Implied Status', and notify other HR teams to ensure the continuation of your appointment
- Upon receiving the new work permit, you will need to apply to Service Canada to extend your Social Insurance Number.
- Provide the new expiry date for your SIN and attach a scanned copy of your Confirmation of SIN letter from Service Canada by logging into the My UCalgary portal and navigating to: **All about me > My info > Social insurance number.**

Employer Compliance Fee: <http://www.cic.gc.ca/english/information/fees/result.asp?countrySelect=CA&lob=ecomp>

To extend your Work Permit, please visit: <http://www.cic.gc.ca/english/information/applications/extned-worker.asp>

To renew your SIN, please visit: <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>

Section 2 – Leave Extending beyond Appointment End Date with a valid Work Permit

If you have been approved for a leave extending beyond your appointment end date, you must submit with this form an Extension Letter of Offer from your Supervisor indicating their intent to renew your appointment. Please work with the Postdoc office and your Supervisor to ensure your extension is processed prior to your leave start date and attach your new offer letter with your leave request.