

Postdoctoral Scholar Time-Off Request For Sick Leave or Unpaid Leave

INSTRUCTIONS

- **Eligible Postdocs must complete this Form to request Leaves of Absence for** Sick Leave > 5 days or other approved periods of Leave without Pay (see [reverse](#) of Form for more details). **Do not use** this Form for **maternity or parental leave** requests.
- **International Postdocs** If your leave will extend beyond the Work Permit Expiry Date, or if the end date of your leave will extend beyond the appointment end date of your contract, please contact himmigration@ucalgary.ca before submitting this Form (see [reverse](#) page for more details).
- Completed Leave Request Forms must be signed by the Postdoc and Reports-to Supervisor and submitted to postdoc@ucalgary.ca.
- **Failure to submit the Leave Form in advance may result in inaccurate or interrupted pay and benefit coverage.**

Personal Information		International Postdoc
UCID	First Name Last Name	Immigration Status
Faculty	Contact Information while on leave (email or phone number)	Work Permit Expiry Date

Leave Details		Additional Information (Optional)
Request Type	Leave Description	

Last Date Worked Leave Start Date* **Leave Start Date must be the calendar date following the Last Date Worked* Planned Return to Work Date

Appointment Funding Details			
Appointment Funding Source	Supervisor Name	Supervisor Email	
Appointment End Date	Will Appointment end before the expected return to work date? <i>If yes, please contact the Postdoc Office to extend appointment end date</i>		Yes No

Supplemental Payment and Extended Health Care Benefits							
Supplemental Payment and / or Plan C Benefits Supervisor Contribution If a supplemental payment amount and/ or Plan C benefits will be provided by the Supervisor or the funding agency at any time during the approved period of unpaid leave, please confirm the details, including the accounting string / project number, in the section below.							
Annual Supplement Amount		Plan C Extended Health Benefits Coverage		<i>Job Change Request (JCR) transactions to update project account(s) during period of leave must be entered by departmental administrator prior to start of leave period.</i>			
From	To	%	Fund Dept.	Project	Activity Code	Salary	Benefits

Plan C Benefits | Postdoc Contribution

If Plan C Extended Health Plan Benefit contributions will **not** continue during your unpaid leave, you may elect to continue participation in the plan at your own expense.

Please confirm if you will pay for continued benefit plan coverage for the duration of your leave:

Yes No

Postdoc Authorization and Consent
<p>In providing my signature below, I am requesting the above period of unpaid leave in accordance with Article 10 of the PDAC Collective Agreement. I understand this information is required for the purposes of determining my eligibility to qualify for the period of leave without pay requested, and my continued participation in the Plan C extended health insurance plan. I further authorize the disclosure of this information to HR for the purpose of managing my postdoc appointment and group benefits participation during this period of leave.</p>

Postdoc Signature Date

Internal Admin/ HR Approvals

Initials Date

Postdoc Office:

HR Admin:

Supervisor Approval

Supervisor Signature Date

Postdoctoral General Illness and Leave Without Pay

For more information please refer to Article 10 of the [PDAC Collective Agreement](#).

ELIGIBILITY:

Sick Leave > 5 Days: [contact Staff Wellness](#) immediately to report your illness

The Supervisor, in consultation with the Postdoctoral Office, will determine whether the General Illness leave will be paid or unpaid. *The Supervisor's contributions to the Employee's extended health benefit plans will continue.*

General Leave Without Pay: Employees who have completed ninety (90) days of service, may be granted general leaves of absence without pay up to a maximum of six (6) months.

IMPORTANT INFORMATION FOR INTERNATIONAL POSTDOCS

If Leave will extend beyond Work Permit Expiry and Current 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'.

A. INSTRUCTIONS: Appointment and Work Permit Extension

- i. Discuss the extension of your appointment with your Supervisor as soon as possible. If an extension of your appointment is approved, your supervisor will submit an extension request to the Postdoc Office for the preparation of your offer letter, along with the Employer Compliance Fee Payment Form. Payment of the Employer Compliance fee is the supervisor/department responsibility.
- ii. Once you have signed the new Extension Letter of Offer, the Postdoc Office will forward the Compliance Fee Payment Form, your new Letter of Offer, passport and current work permit to Immigration Services to complete an Offer of Employment form (IMM5802).
- iii. You will receive an email from himmigration@ucalgary.ca with instructions to proceed with your Work Permit application. Our HR Immigration team will provide you with a new Employer ID number and a copy of the receipt of the Employer Compliance fee, and your IMM5802 form to enable you to submit your Work Permit application to the CIC.
- iv. Once you have completed your application, our HR immigration Team will send you an email with confirmation of your Implied Status while you are waiting for your new Work Permit to arrive. You may not leave Canada while you are waiting for your new document.
- v. Upon receipt of the new work permit, you will need to apply to [Service Canada](#) to extend your Social Insurance Number.
- vi. Scan and email a copy of your new work permit to HRimmigration@ucalgary.ca.
- vii. 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.

B. INSTRUCTIONS: 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, your Supervisor must submit a [Request for Extension Offer Form](#). 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

UCALGARY STAFF WELLNESS

You must report all periods of illness > 5 days to [Staff Wellness](#).

EMPLOYMENT INSURANCE SICKNESS LEAVE BENEFITS

You must apply for Employment Insurance as soon as you stop working.

Please visit [Service Canada](#) for full details

RECORD OF EMPLOYMENT (ROE)

The University of Calgary will remit your Record of Employment (ROE) electronically as of your last day of work.