

Maternity and Parental Leave Request Form

INSTRUCTIONS

- **Eligible Postdocs must complete this Form to request Leaves of Absence for:**
Adoption, Maternity and / or Parental Leave without Pay (see [reverse](#) of Form for more details).
- **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		
Type of Leave Request	Due Date / Birth of Child	Last Date Worked
Leave Start Date*	Planned Return to Work Date	
*Leave Start Date must be the calendar date following the Last Date Worked		

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 Pay and Plan C Extended Health Care Benefits

Maternity Leave Top-Up and Plan C Benefits | Supervisor Contribution

If any maternity/parental leave salary top-up and Plan C health benefits will be provided by the Supervisor or the funding agency at any time during the requested period of leave, please confirm the details, including the accounting string / project number, in the section below:

Annual Supplement Amount		Plan C Extended Health Benefits Coverage		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.			
From	To	%	Fund Dept. Project	Activity Code	Salary	Benefits	

Plan C Benefits | Postdoc Contribution

If Plan C Extended Health Plan Benefit contributions will **not** be provided by your supervisor during your 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

In providing my signature below, I am requesting the above period of Maternity and / or Parental 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 receive the maternity top-up benefits from the Board of Governors. 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.

Postdoc Signature _____ Date _____

Supervisor Approval

Supervisor Signature _____ Date _____

Internal Admin/ HR Approvals

Initials _____ Date _____

Postdoc Office: _____

HR Admin: _____

Postdoctoral Maternity and Parental Leave

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

ELIGIBILITY: Employees who contribute to Employment Insurance (EI) are eligible to apply for maternity or parental leave under the terms and conditions of the EI Maternity and Parental benefits.

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, provincial health care insurance, 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'.

Please follow the instructions below, based on your Work Permit expiry date:

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 hrimmigration@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: Appointment Extension with valid Work Permit

- i. If you have been approved for a leave extending beyond your appointment end date, but your Work Permit will remain valid during your new appointment period, 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.

EMPLOYMENT INSURANCE MATERNITY BENEFITS

You must apply for Employment Insurance Maternity Leave Benefits 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.