

## Maternity/Parental Leave Request Form

Employee Information			International Postdoc
UCID	First Name	Last Name	Immigration Status
Faculty	Contact Email while on leave		Work Permit Expiry Date

Leave Details			
Leave Type <i>See PDAC Collective Agreement, Article 10</i>	Due Date / Birth of Child	Please indicate which statement applies to you:	
Leave Start Date <i>*day after Last Date Worked</i>	Primary Caregiver Status - will you be the child's primary caregiver for the period of the leave?	I am pregnant	
Planned Return to Work Date	Yes      No	The other parent is pregnant	
		The child will be adopted or born through surrogate	

Appointment   Funding Details						
Appointment Type		Supervisor Name			<p><i>*If the Funding Agency will cover the cost of the leave, it must be accessed. Please contact the appropriate Grants Officer to assist in updating the project.</i></p> <p><i>If the leave will not be covered by the Funding Agency, the Postdoc should apply for EI if eligible. In this case, the University will provide a top-up to 95% of the salary for the first 18 weeks of the leave.</i></p>	
Appointment End Date		Supervisor Email				
Funding Source for Leave <i>*fill in if applicable</i>						
From	To	%	Fund	Dept	Project	Activity Code

Plan C Extended Health Care Benefits			
<p><b>For Sick Leaves,</b> Supervisors must continue to pay for the Plan C Extended Health Care Benefits for the duration of the leave.</p> <p><b>For Parental Leaves,</b> Supervisors may elect to continue to pay for the Plan C Extended Health Care Benefits for the duration of the leave. Alternatively, the Postdoc can continue the plan at their own expense. Please email the Benefits Team on <a href="mailto:benefits@ucalgary.ca">benefits@ucalgary.ca</a> to obtain the monthly cost.</p>			
		Fund	Dept
		Project	Activity Code
Plan C Extended Health Benefits will be covered by <b>Supervisor</b>			
Plan C Extended Health Benefits will be covered by <b>Postdoc</b>			
Plan C Extended Health Benefits will <b>NOT be continued</b>			

Authorization and Consent	
<p><i>In providing my signature below, I am requesting the above period of Leave. I understand this information is required for the purposes of determining my eligibility under Article 10 of the Collective Agreement between the University and PDAC. 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.</i></p>	
Postdoc Signature	Date
Supervisor Signature	Date
Postdoctoral Office Review and Approval	
Postdoctoral Office:	Initials      Date

## Postdoctoral Leaves

For more information please refer to Article 10 of the **PDAC Collective Agreement**.

### IMPORTANT INFORMATION FOR INTERNATIONAL POSTDOCS

#### If Leave will extend beyond Work Permit Expiry

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. If you do not plan to return to work before your appointment end date, and your Supervisor would like to extend your appointment to continue after your leave, your supervisor must submit [Request for Extension Offer Form](#) 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 HR Immigration to complete an Offer of Employment form (IMM5802).
- iii. You will receive an email from [himmigration@ucalgary.ca](mailto: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 [himmigration@ucalgary.ca](mailto:himmigration@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

If you do not plan to return to work before your appointment end date, and your Supervisor would like to extend your appointment to continue after your leave and 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 (EI) Benefits

You must apply for Employment Insurance (EI) as soon as you stop working. Please visit [Service Canada](#) for full details

#### Record of Employment (ROE)

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

#### Sick Leaves

Sick Leaves over five (5) days will be reported to Staff Wellness by the Postdoctoral Office. Staff Wellness will then inform the Postdoc of eligible Sick Leave benefits through TELUS Health.

#### Unpaid Leaves

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.