

Maternity and Parental Leave Request Form for Postdoctoral Associates

INSTRUCTIONS

- **Eligible Postdocs must complete this Form to request Leaves of Absence for:**
Maternity and / or Parental Leave
- **International Postdocs** If your leave will extend beyond the Work Permit Expiry Date, please contact himmigration@ucalgary.ca before submitting this Form
- 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.**

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

Leave Details

Type of Leave Request	Primary Caregiver Status - Will you be the child's primary caregiver for the period of the leave? Yes No	Due Date / Birth of Child
Last Date Worked	Leave Start Date*enter next day following Last Date Worked	Planned Return to Work Date

Appointment | Funding Details

Appointment Funding Source	Supervisor Name	Supervisor Email
Appointment End Date	If concurrent appointment, please confirm if you have access to maternity or parental leave top-up benefits through your funding agency:	Yes No

Plan C Extended Health Care Benefits

Maternity Leave Top-Up and Plan C Benefits Contribution

Postdoctoral Associates may elect to continue participation in the university's extended health benefit plan during an approved Maternity and/or Parental Leave at their own expense.

Please email the Benefits Team on benefits@ucalgary.ca to obtain the monthly cost of continued participation in the plan during your leave

Do you elect to continue your Plan C Extended Health 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. I understand this information is required for the purposes of determining my eligibility to receive top-up benefits from the Board of Governors under Article 10.25 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.

Postdoc Signature Date

Supervisor Approval

Supervisor Signature Date

Postdoc Office Review and Approval

Initials	Date
Postdoc Office:	

Postdoctoral Associate Maternity and Parental Leave

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 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 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 BENEFITS

You must apply for Employment Insurance Maternity or Parental 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.