

Employee Information

Name of Applicant: _____	Appointment Status (check one):
UCID: _____	With Tenure Tenure Track
Department/Faculty/Unit: _____	Term Certain Contingent Term
Rank/Position: _____	

Leave Information

Type of Leave Requested (check one):

Maternity & Parental	Parental Only	Adoption	Parental Leave Alternative *	Leave w/o Pay (Term Certain)
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* For Parental Leave Alternative ONLY, leave request will be saved in the Staff Member's benefit file and no further action is required. Arrangements are internal to the department (Article 18.9.3.1).

Dates of Leave Requested (Leave must start on a scheduled work day)

Leave Start Date: _____	Leave End Date: _____	If this leave will be taken in broken periods (Article 18.9.2 and 18.9.4), please ensure you complete page 2.
	Return to Work Date: _____	

Is your spouse/partner also an employee at the University of Calgary?

If YES, please complete: Name: _____ Will the leave be shared?

UCID: _____

* If the child is born prior to the leave start date requested, please reach out to the Benefits Team immediately so leave details can be updated accordingly and to avoid any disruption in Employment Insurance benefits.

Comments:

Arrangements to Cover University Duties/Responsibilities

Graduate Student Supervision Form: Not Applicable Applicable (complete **Proposed Arrangements** for Graduate Studies Office)

Signature and Approvals

Applicant: _____	Date: _____
Department Head (or equivalent): _____	Date: _____
Dean of Faculty (or equivalent): _____	Date: _____

PLEASE SCAN AND EMAIL COMPLETED FORM TO benefits@ucalgary.ca
Once the Time Off Request Form has been received, your Leave Package will be sent out 1-2 weeks prior to the Leave Start Date.

This information is collected under the authority of the Freedom of Information Protection of Privacy Act. If you have any questions about the collection or use of this information, please contact UService at hr@ucalgary.ca or (403) 210-9300

This Agreement may be signed and delivered in counterparts with the same effect as if each party had signed and delivered the same copy, and when each party has signed and delivered a counterpart, all counterparts constitute one Agreement. Delivery of a copy of this Agreement by facsimile or by another form of electronic transmission is good and sufficient delivery.



Important: this section is only required for leaves that are broken periods (18.9.2 and 18.9.4)

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UCID: _____

Broken Leave Details

Please indicate the start and end date of your entire leave and list any periods of time that you will be returning to work.

When listing the dates you will be returning, please use the date you plan to return to work and the last day of work before returning to your leave.

Full Leave Period

Leave Start Date: _____ Leave End Date: _____

Broken Leave Periods

Return to Work Date: _____ Last Day Worked: _____
Return to Work Date: _____ Last Day Worked: _____

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Excerpts from the Collective Agreement (TUCFA)

Article 18: Leaves

18.9 Maternity and Parental Leaves

These provisions apply to members of the academic staff holding Continuing, Contingent Term, or Limited Term appointments, whether full-time or part-time.

- 18.9.1 A pregnant academic staff member may take up to 16 weeks of Maternity Leave. Maternity Leave can start any time within the 13 weeks leading up to the estimated due date and shall commence no later than the date of birth.
- 18.9.2 An academic staff member who becomes a biological or legally recognized parent (adoptive or otherwise) may take up to 62 weeks of Parental Leave. In the case of an academic staff member who is also eligible for Maternity Leave, the Parental Leave must commence immediately following the Maternity Leave and the combined leaves cannot exceed 78 weeks. In the case of other biological or legally recognized parents not eligible for Maternity Leave, Parental Leave may begin at any time after the date the child first comes into the parent's care, custody and control, but must be completed within 78 weeks of that date.
- 18.9.3 Where both parents of the same child are academic staff members, a Parental Leave can be claimed by one parent or shared between both parents but shall not exceed a combined maximum of 62 weeks.
- 18.9.4 A parent may request to take their Maternity and/or Parental Leaves in broken periods or on a part-time basis, subject to the Dean's approval. Notwithstanding, the Leave(s) must be completed within 78 weeks of the date the child is born or first comes into the parent's care, custody and control. Working during Maternity or Parental Leave may affect academic staff members' Employment Insurance eligibility.
- 18.9.5 The academic staff member must provide the Department Head or equivalent with as much notice as reasonably possible of the date on which a Maternity Leave and/or Parental Leave under this Article is expected to commence. This notice must be in writing and also indicate the date on which the academic staff member intends to return to work.
- 18.9.6 Academic staff members must provide the Department Head or equivalent with as much notice as reasonably possible, but no less than 4 weeks' notice, of any changes to the date on which the academic staff member intends to return to work from a Maternity or Parental Leave. This notice must be in writing.
- 18.9.7 Top Up Benefits
- 18.9.7.1 Eligible academic staff members shall receive Top Up Benefits for a period of up to 20 weeks for the purpose of income replacement for a parent staying home to care for a child in the first year of life or first year of adoption. To be eligible for Top Up Benefits, the academic staff member must be a biological or legally recognized parent (adoptive or otherwise) on an approved Maternity or Parental Leave.

- 18.9.7.2 Top-Up Benefits are equal to 100% of the member's salary, less the amount provided under the standard Employment Insurance benefit. For clarity, if the academic staff member does not apply or does not qualify for Employment Insurance benefits, or if the academic staff member qualifies for extended Employment Insurance benefits, the Governors will only provide the difference between the standard Employment Insurance benefit and the 100% rate.
- 18.9.7.3 Where both parents of the same child are academic staff members, they are each entitled to receive Top-Up Benefits in accordance with 18.9.7.1 and 18.9.7.2; however, they cannot be received concurrently.
- 18.9.7.4 The Governors will make the regular contributions towards premiums for those benefit plans which the academic staff member elects to continue while in receipt of Top Up Salary.

18.9.8 Parental Leave Alternative

- 18.9.8.1 An academic staff member who is eligible for Parental Leave but who chooses not to take it is entitled to a leave of absence with pay for a maximum period of twenty (20) work days. The academic staff member is entitled to take up to ten (10) work days of the leave around the date the child first comes into the parent's care, custody, and control. Scheduling of the balance of the twenty (20) days shall be at the discretion of the applicant, subject to the approval of the Dean or equivalent.