

Application for Parental Leave

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Employee Information

Name of Applicant: \_\_\_\_\_
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: \_\_\_\_\_

PLEASE SCAN AND EMAIL COMPLETED FORM TO benefits@ucalgary.ca

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 the Human Resources office at (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.

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

- 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. Parental Leave Alternative

- 18.9. .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.