

# Post-doctoral Fellows Frequently Asked Questions

The Frequently Asked Questions for recruiting and hiring Post-doctoral Fellows (PDFs) are arranged, by topic, in four sections:

1. [Appointment Procedures](#)
2. [Pay and Benefits](#)
3. [Recruitment Information for Supervising Faculty Members](#)
4. [Other](#)

## SECTION 1. APPOINTMENT PROCEDURES

### Q: How do I formally appoint a PDF?

A: The following is a summary of the appointment process for Post-doctoral Fellows. Hiring supervisors and departments must also review University [Policy HR6310 Post-Doctoral Fellows Policy and Appointment Procedures](#).

Note: Although PDF supervisors are responsible for the appointment process, they may also receive assistance from their unit's Administrative Officer (AO), who should be kept updated on all PDF appointments.

Essentially, there are four steps in the appointment process:

#### Step 1: Space and Facilities form

PDF Supervisor: Complete and obtain necessary approvals on the [Confirmation of Space and Facilities form](#) available at <http://www.uvic.ca/research/conduct/home/infofor/postdocs/index.php> (signatories include faculty member/PDF supervisor; chair or director; and dean of faculty).

#### Step 2: Letter of Offer

PDF Supervisor: Once the Space and Facilities Form is signed, prepare the Letter of Offer using the appropriate template, based upon the employee funding (grant or external) and eligibility to work in Canada (Canadian citizenship status or international), available at: <http://www.uvic.ca/research/conduct/home/infofor/postdocs/index.php>.

- [Grant-funded Canadian PDF](#) – for PDFs eligible to work in Canada, and paid by their supervisor’s grant(s)
- [Externally funded Canadian PDF](#) – for PDFs eligible to work in Canada who bring their own external funding (including those whose funding may be ‘topped up’ by their supervisor)
- [Grant-funded International PDF](#) – for International PDFs paid by their supervisor’s grant(s)
- [Externally funded International PDF](#) – for International PDFs who bring their own external funding (including those whose funding may be ‘topped up’ by their supervisor)

After selecting the appropriate letter of offer template:

- Customize the letter as necessary, being as explicit as possible and clarifying the terms of the offer
- Sign the letter and send to the PDF for PDF’s signature
- Retain a copy of the letter and also send a copy to Payroll, with the appropriate Recommendation for Appointment form

### Step 3: Recommendation for Appointment form

PDF Supervisor: Complete the appropriate Recommendation for Appointment form, available at <http://www.uvic.ca/vpfo/accounting/forms/recommendation-appointments.php>. Depending on how the PDF is funded, it may be necessary to complete both forms. Contact the **Payroll office** at local **7034** for assistance.

Select from the links below to access the appropriate form:

- For grant-funded PDF: use the [‘All other employee groups’](#) Recommendation for Appointment form
- For externally funded PDF: use the [‘Adjunct, cross-listed, visiting scholar, visiting scientist other \(non-remunerated appointment\)’](#) Recommendation for Appointment form

### Step 4: PDF Supervisor and hiring department/research centre responsibilities:

Mail or submit to the Payroll Office using the [payroll sign and submit forms](#) page:

- A **copy** of the signed Letter of Offer
- The **original** signed appointment form(s)

For more information about remotely submitting Payroll documents, please see the [Accounting Services website](#).

Mail or email ORS ([postdocinfo@uvic.ca](mailto:postdocinfo@uvic.ca))

- A **copy** of the signed Space and Facilities Form
- A **copy** of the signed Letter of Offer
- A **copy** of the signed Appointment Form(s)

For more information about remotely submitting these documents to ORS, please see "Electronic documents submission" below.

Hiring department/research centre must retain the following records:

- **Original** of the signed Space and Facilities Form
- **Original** of the signed Letter of Offer
- **A copy** of the signed appointment form(s)

PDF Supervisor responsibilities:

- obtain documented proof of the PDF having completed their PhD, and that the PhD was completed within the four-year period, immediately prior to the start of the appointment
- once the Letter of Offer is signed, ensure the PDF has:
  - a copy of the Letter of Offer
  - a copy of the HR6310 Post Doctoral Fellows Policy ([Policy HR6310](#))
  - obtained a [Netlink ID](https://www.uvic.ca/uvicid/index.php) (<https://www.uvic.ca/uvicid/index.php>) so they can get a UVic [ONECard](#) (ID card) and access to [UVic Libraries](#)
  - been provided an orientation within the first month of the PDF commencing their appointment with UVic (see HR6310 - Post Doctoral Fellows Policy for details)

**Q: How do I submit electronic PDF appointment documents to ORS while working remotely?**

**A:** In order to support staff who are working remotely, ORS is **accepting emailed/scanned documents with electronic signatures and/or signatures authorized by email.**

Signatories may use any of the following options to approve Post-doctoral Fellow documents:

1. Affix your electronic signature using Adobe Acrobat (Fill and Sign, or other method)
2. Print the document's signature page, sign at the designated signature space, and email a scanned copy of the signature page
3. Email their approval from their authorized UVic email address

Please email the saved/scanned documents with either a signatory's electronic signature or email response to [postdocinfo@uvic.ca](mailto:postdocinfo@uvic.ca). Original forms with signatures should be retained by the unit/supervisor.

**Q: My PDF is already here and we have not followed the appointment procedures. What do I do?**

**A:** Follow the appointment procedures as outlined above. Do not backdate documents. University [Policy HR6310 Post-Doctoral Fellows Policy and Appointment Procedures](#) must be referred to.

**Q: Can a supervisor revise the template Letter of Offer?**

**A:** Yes, the template is just that—a template—and can be revised as needed by the supervisor.

However, the appointment procedures require that the Letter of Offer include the following sections:

- length of term of employment or appointment;
- renewal of employment or appointment;
- funding agency requirements;
- benefits (if offered or eligible under the granting agency);
- eligibility for leave;
- intellectual property;
- termination of employment or appointment for just cause; and
- termination of employment due to insufficient funds.

If you require assistance in adding additional information to the Letter of Offer, the Office of the General Counsel can review on a case-by-case basis. Please note that a review may take several weeks. Please contact the [Office of General Counsel](#) for assistance.

Please see the [University Policy HR6310](#) (Section 21.01) and [Appointment Procedures](#) (Section 9.00) for details.

**Q: Which template Letter of Offer should be used when an externally funded PDF receives a salary top-up from their supervisor?**

**A:** Use the template Letter of Offer for Externally-Funded PDFs. There is a section in the template letter in which the supervisor can include information about supplemental funding.

**Q: If an externally funded PDF receives a salary top-up from their supervisor, which Appointment Form is used?**

**A:** Both Recommendation for Appointment forms are used:

- [All other employee groups](#) form is used for the top-up portion of funding; and
- [Adjunct, cross-listed, visiting scholar, visiting scientist other](#) (non-remunerated appointment) form is used to recognize the appointment for the external funding.

**Q: If an externally funded PDF is paid via the university, are they still considered an externally funded PDF, and is the Letter of Offer for externally funded PDFs still used?**

**A:** Yes. Some funding agencies pay externally funded PDFs directly, while others (e.g., CIHR) pay the award to the university, which in turn acts as paymaster on behalf of the funding agency, and pays the PDF. In both instances, the PDF is considered an externally funded PDF, and the template Letter of Offer for Externally Funded PDFs should be used.

**Q: What approvals are required for the Recommendation of Appointment forms?**

**A1:** The form [Recommendation for Appointment-All other employee groups](#) form must be signed by both the grant holder and the hiring department chair/director.

**A2:** The [Recommendation for non-remunerated appointment \(Adjunct, Limited Term, Visiting Scholar, Visiting Scientist\)](#) form: must be signed by the hiring department chair/director and the dean. Note that VPAC does **not** need to sign for PDF appointments (VPAC appears on the form because the same form is used for the appointment of other positions that do require the VPAC signature).

**Q: We have a grant-funded PDF whose letter of offer states their term as a PDF is for two years. However, their appointment form is only for one year. Why is this and what do I need to do to have them appointed for two years?**

**A:** The Payroll Office can only process grant-funded appointments in **one-year increments** as per [University Policy 6305 – Employment under externally funded grants and contracts](#). Hiring departments/supervisors will need to submit a [Position Status Change form](#) for PDFs whose terms extend beyond one year. Please indicate any revisions to salary, the FAST account number to be charged or the work hours on the form as well, and submit it to the Payroll Office at least **one month prior** to the starting date for the second (or subsequent) PDF year. The Payroll Office **does not** send reminders about when PDF appointments expire, as it is the responsibility of the hiring department/supervisor to ensure the appropriate payroll documentation is prepared and sent to the Payroll Office, prior to the end date of the appointment.

**Q: I am the supervisor of a PDF whose term I am extending beyond the time originally planned. Do I need to fill out all of the appointment forms again, and resubmit them?**

**A:** Yes, if the PDF is staying beyond the time the chair/dean initially approved, the Space and Facilities Form must be completed again, with signatures. Similarly, the Letter of Offer should be amended to account for the extension, and it may require a new Letter of Offer if the conditions substantially change (such as if the PDF was originally externally funded and will now be paid by the supervisor's grant for the period of the extension).

Additionally, if there is any break in employment/appointment of a PDF, a new Appointment Form must be submitted. If there is no break in service, a Position Status Change Form can be used (see related question above) to reflect an extension to the term. The intent of this process is to ensure everyone knows the PDF is staying longer, clarify the 'changed' relationship between the supervisor and PDF, and ensure the PDF is paid appropriately and in a timely fashion.

**Q: I am a supervisor who would like to extend my international PDF beyond the original time planned in the Letter of Offer- what do I need to do?**

**A:** You and your PDF will need to contact the university's [Immigration Coordinator](#) as early as possible in this process. The PDF will need to extend their work permit through Immigration, Refugees and Citizenship Canada (IRCC), which can take some time. For more information, please see: [www.cic.gc.ca/english/information/applications/extend-worker.asp](http://www.cic.gc.ca/english/information/applications/extend-worker.asp).

International PDFs will also require a new Letter of Offer so they can apply to extend their work permits to remain in Canada for the additional time. Please check the university's Immigration website to download the most recent template letter of offer available at [www.uvic.ca/immigration](http://www.uvic.ca/immigration), as immigration procedures are subject to change.

You will also need to complete the appropriate Recommendation for Appointment form(s) again (see Appointment Procedures outlined above).

**Q: I am a supervisor who would like to hire an international PDF. Where do I start?**

**A:** There are many international PDF's at UVic; however, it can be a lengthy process completing the required paperwork for Immigration, Refugees and Citizenship Canada (IRCC). Each case can be different depending on the country of origin, citizenship and other details. You and your PDF will need to contact the university's [Immigration Coordinator](#) as early as possible in this process, and then apply to IRCC. For more information, please see the university's Immigration website ([www.uvic.ca/immigration](http://www.uvic.ca/immigration)) and IRCC website ([www.cic.gc.ca/english/work/apply-who.asp](http://www.cic.gc.ca/english/work/apply-who.asp)).

**Q: Do I need a Labour Market Impact Assessment to hire an International PDF?**

**A:** PDFs are in the Exempt category so a Labour Market Impact Assessment should not be required. Please see the letter of offer from your supervisor, which should have a paragraph similar to this: "Since you are not a Canadian citizen or a permanent resident, you will need to apply to Immigration, Refugees and Citizenship Canada (IRCC) for authorization to work in Canada. Post-doctoral Fellows are eligible to apply for a work permit without the need for a Labour Market Impact Assessment under exemption code C44.

More information on immigration is available at the university's immigration website at: ([www.uvic.ca/immigration](http://www.uvic.ca/immigration)).

**Q: I am a supervisor who is hiring an international PDF who is not physically present in Canada. How can I pay the PDF?**

**A:** In order to address payment challenges created by the COVID-19 pandemic, the following processes have been developed to facilitate payment to individuals not physically present in Canada, who do not have a valid Social Insurance Number (SIN) or Canadian work permit or are providing services from outside Canada. Please see the Accounting Services website for the process (<https://www.uvic.ca/vpfo/accounting/resources/accounts-payable/international-student-payments.php#>).

Please note that this process is **available for September to December 2020 only** and the process may be updated to reflect any changes for January 2021 and onward on the [Accounting Services website](#).

Please ensure that when the payee arrives in Canada, they are transitioned quickly back to the usual appointment process which will remove them from receiving business income to employment income and the payroll forms must be completed, with a notification to Accounts Payable to stop wire transfers.

**Q: I am a supervisor who is hiring an international PDF. The PDF does not yet have a Victoria address, V# or a Social Insurance Number (SIN). How do I complete the Recommendation for Appointment form?**

**A:** The Payroll Office is unable to process appointments for an international PDF without copies of the PDF's work permit and the form Service Canada provides to PDFs stating both their SIN and its expiry date. The PDF must go to a Service Canada office to apply for a SIN. In Victoria, there is a Service Canada Office at 1401 Douglas Street (please see <http://www.servicecanada.gc.ca/tbsc-fsco/sc-hme.jsp>).

Once these documents have been obtained (e.g., a copy of the work permit and a copy of the Service Canada SIN form), the supervisor can complete the Recommendation for Appointment form and send it to the Payroll Office for processing. When the Payroll Office has completed the appointment process, a V# will be issued to the PDF, which will then allow the PDF to obtain a Netlink ID. If the PDF does not yet have a local address at the time the appointment form is being prepared, it is permissible to use 'c/o' their UVic department on the form as a mailing address.

**Q: Can a PDF also be a sessional lecturer?**

**A:** Yes, a PDF can hold more than one appointment at the same time as their post-doctoral appointment, as long as this does not conflict with the rules set by the PDF's funding agency (whether grant funded or externally funded). Keep in mind, however, that a PDF appointment is generally intended to be a full-time period for intensive research.

**Q: Can a PDF hold a research account with the University?**

**A:** No, research accounts are held by faculty members only.

**Q: Can an adjunct be a PDF supervisor?**

**A:** No. Section 3.00 of the [University Policy - HR6310](#) notes: "Faculty Member [i.e., the supervisor] means a person who holds an academic appointment at the University of Victoria as defined under section 2 of the [UVic and Faculty Association Collective Agreement](#), and who supervises a Post-Doctoral Fellow." Adjuncts are not 'Faculty Members' according to the UVic Faculty Association Collective Agreement.

**Q: Can a PDF be associated with a research centre rather than a department or school?**

**A:** Yes. Typically, the PDF is associated with the same unit as their supervisor.

**Q: Why is the PDF required to have completed a PhD in the four years prior to their PDF appointment?**

**A:** A PDF is generally considered a continuation of training following the PhD, and to remain current with the PDF's discipline and in keeping with the approach of the major granting councils, UVic's Policy identifies a four-year limit. However, Section 11.00 of the [PDF Policy](#) recognizes that this is not always the case in all disciplines, and thus words the requirement as follows: "A PDF will have completed a PhD prior to commencing appointment, *normally* awarded in the four years immediately prior to the start of the first post-doctoral fellowship at the university."

**Q: Do all PDFs need V#s and NetLink IDs?**

**A:** Yes. V#s are unique identifiers issued to anyone who has a record in Banner, be they an employee, student, contractor or someone holding a non-remunerated position.

Netlink ID's provide access to the UVic systems and services for which you are authorized, such as UVic email, computers, My Page and on-campus Wi-Fi. PDFs require a V# in order to get a NetLink ID. For more information, please see <https://www.uvic.ca/uvicid/>.

## **SECTION 2. PAY AND BENEFITS**

**Q: Does a PDF have to be paid? If so, how much?**

**A:** Yes, a PDF must be paid. Grant-funded PDFs are paid in accordance with the terms of the supervisor's grant (i.e., the funding agency), and as agreed upon between the supervisor and the PDF. Ideally, payment should be in keeping with that of other PDFs in your department, centre or unit. Externally funded PDFs are paid according to the terms of their funding agency.

**Q: Can a supervisor 'top-up' or supplement the salary of an externally funded PDF?**

**A:** Yes, as long as any salary top-up is consistent with the rules of the supervisor's funding agency, and that of the PDF's external funding.

**Q: I am a PDF with an external award that is paid to me via the university. Why are there deductions from my award?**

**A:** As per [Policy HR6310](#), PDF external awards that are paid through the university are subject to statutory source deductions. The employer portion of Canada Pension Plan, Employment Insurance, WorkSafeBC and the Employer Health Tax is a cost (approximately 10%) against the total amount of the award, so salary will be calculated to reflect an allowance for that (i.e., the gross amount of the award will be reduced to allow for this cost, and salary will be paid from the balance). When your net pay is calculated, employee costs of CPP, EI and income tax will be deducted. Contributions made to EI and CPP could be of benefit to you in the future depending on your personal situation, as you may be eligible to apply for these government-funded benefits.

**Q: Can a PDF receive extended health benefits?**

**A:** Yes, if the PDF is grant funded (i.e., is paid by, and thus an employee of, their supervisor), and the following conditions are met:

- **the supervisor's grant (i.e., funding agency) allows such payment (see note);**
- the supervisor agrees to pay the employer portion of the benefits;
- the PDF agrees to pay the employee portion;
- the PDF is at least .5 FTE (full-time equivalent);
- the PDF appointment term is for a minimum of three months.

Externally funded PDFs cannot receive benefits unless they also receive a salary top-up/supplement from their supervisor and meet the conditions as outlined for grant-funded PDFs.

**Note:** Grant holders must ensure that their funding agency supports the reimbursement of these expenses before including in the letter of offer. Current UVic policy considers benefits such as disability, life, medical and extended health insurance and pension benefits to be discretionary benefits; therefore, Tri-Agency and Mitacs funding will not cover these costs.

For more information, please see Accounting Services' [Tri-Agency Expense Guide](#).

Grant holders can verify eligible costs for specific grant funds by contacting:

Melissa Joyce; Manager, Research Accounting (ACCT)	250-472-4157 or <a href="mailto:meljoyce@uvic.ca">meljoyce@uvic.ca</a>
Debra Anderson; Manager, Research Finances (ORS)	250-721-8079 or <a href="mailto:orsfince@uvic.ca">orsfince@uvic.ca</a>

**Q: How does a PDF get basic or extended health benefits?**

**A:** Complete information about benefits is available from UVic's Benefits Office at <https://www.uvic.ca/hr/pay-benefits/handbooks/index.php>

. The information provided here is general in nature and provides an overview only; for information about specific cases, the [Benefits Office](#) should be contacted.

**A1:** In British Columbia, basic health care benefits are provided through the Medical Services Plan (MSP) of British Columbia. All residents of B.C. must enroll with MSP; residents of BC can include some holders of study and/or work permits, or working permits on working holiday programs. PDFs moving to UVic from another province can apply to become part of the MSP after their arrival in British Columbia. New residents (or persons re-establishing residence in BC) are eligible for coverage after completing a waiting period (normally the balance of the month of arrival plus two months). MSP advises applying for MSP coverage immediately after arriving in BC to allow time for the application to be processed. For complete information on MSP, see <http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp>.

**A2:** Extended health benefits are available to grant-funded PDFs only (i.e., PDFs who are employees of their supervisors). The supervisor (as employer) must agree to pay the employer portion of the cost (and their **funding agency must permit such payments**), and the PDF must agree to pay the employee portion. The PDF must have basic health coverage through MSP, and may choose to be part of the UVic group plan or maintain their own plan and pay their individual premiums. Note: Recent legislation has been introduced that will eliminate MSP premiums as of January 1, 2020. For further information on benefits and the specific case of your PDF, contact the university Benefits Office at <https://www.uvic.ca/hr/pay-benefits/handbooks/index.php>.

**Q: Can a supervisor's NSERC grant be used to pay for health benefits?**

**A:** No. Currently, Tri-council funds can be used to pay the cost of **nondiscretionary benefits only**. Nondiscretionary benefits are benefits that are not optional, such as the employer portion of EI, CPP, WCB and vacation pay, which employers are legally required to pay. UVic has not designated benefits such as medical, dental and extended health, life insurance, and so forth mandatory for grant-funded employees; hence, these are considered **discretionary benefits** and are **not an eligible expense for Tri-council funds**. See note above.

**Q: How much vacation is a PDF entitled to, if it is not stated in the Letter of Offer?**

**A1:** For PDFs paid by their supervisors:

Supervisors may address annual vacation amounts in the letter of offer; however, if vacation is not indicated in the letter of offer, then the default is the BC Employment Standards Act (ESA). Please see: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/time-off>. Supervisors can offer more vacation than the minimum required, but it is advisable the amount be consistent with what is provided to other PDFs in your department.

**A2: Externally Funded PDF's:**

Unless stated otherwise by the funding agency, your institution's policies and requirements will apply with respect to vacation leave. As externally funded PDFs are not employees of UVic, the BC Employment Standards Act (ESA) will apply as the default. Please see: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/time-off>.

**Q: I have used my NSERC grant to hire a PDF who is now in their third year. Can I pay them for an additional two years (so five years in total)?**

**A:** NSERC's guidelines state "salaries to postdoctoral fellows are limited to two years' support (NSERC and SSHRC). Three years' support is acceptable, when justified, to attract exceptional candidates from outside Canada. The three-year appointment must be offered up front and reported to the Agency with a written justification within one month of an offer being accepted (NSERC only)" (see [http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp)).

Based on this, you could fund the PDF for another two years; however, not as a PDF. You will have to change their position status/title from PDF to a Research Associate or Research Assistant. See [University Policy HR6305 - Employment under Externally Funded Grants and Contracts](#) for more information.

**Q: Can an international grant-funded PDF be paid using the form called "Scholarships - monthly scheduled payments"? This way, deductions (such as EI, CPP) are not withheld at source, as international PDFs do not benefit from them anyway.**

**A:** No. All grant-funded international PDFs must be paid through the Payroll Office as they are employees of their supervisors and are subject to the same statutory deductions for CPP, EI and income taxes being withheld from their pay as all other employees. PDFs who are not Canadian citizens are subject to the same employment laws as those who are and will have the same deductions taken from their paycheques. Grant-funded PDFs, whether Canadian or international, must be appointed using the [Recommendation for appointment-All other employee groups](#) appointment form.

### **SECTION 3. RECRUITMENT INFORMATION OF SUPERVISING FACULTY MEMBERS**

**Q: How can a supervising faculty member advertise for a PDF position?**

**A:** Advertising of PDF positions is not required. Please ensure that [Appointment Procedures, Section 6.00](#) is followed: "any postings or advertisements should contain language that makes it clear that the employment relationship is with the Faculty Member, and not with the university. Per the UVic Employment Equity Policy (HR6100), the University of Victoria is committed to providing an environment which protects and promotes the human rights and affirms the dignity of all persons, including those of diverse backgrounds and needs, and which provides equitable access to employment opportunities. Postings or advertisements seeking candidates for postdoctoral positions should be in keeping with this policy."

The Office of Research Services maintains an electronic mailing list that can be used for advertising PDF positions available at UVic. For posting to the mailing list, please email [postdocinfo@uvic.ca](mailto:postdocinfo@uvic.ca) a brief description in an email, electronic document (e.g., Word or Adobe PDF) or on a website (e.g., department, lab or personal research website) outlining the following:

- faculty member/supervisor's name
- department/unit at which PDF will be held
- description of the PDF position
- salary/benefits offered
- details on how to apply (what to submit, and how)
- the application deadline

Non-remunerated PDF positions (i.e., supervisors seeking PDFs who bring their own external funding) can also be posted. Faculty members may also post available positions on their own websites.

Please note that UVic does not have a central posting website for advertising PDF positions.

**Q: I am a faculty member and want to hire a PDF. Can I hire the candidate of my choice, or do I have to go through a formal hiring process?**

**A:** Faculty members may hire the PDF of their choice and are not required to go through a formal hiring process unless there are any such restrictions placed by the faculty member's funding agency. Note that a candidate must be eligible to be a PDF under [University Policy - HR6310 Post-doctoral Fellows](#) (i.e., they must have completed a PhD prior to commencing appointment, normally awarded in the four years immediately prior to the start of the first PDF at the university).

## SECTION 4. OTHER

**Q: Are PDFs eligible for leaves such as maternity and parental leave?**

**A1: Grant-funded PDFs:**

As grant-funded PDFs are not considered employees of the university, they do not fall under any of UVic's terms and conditions of employment. The letter of offer template has a section that supervisors can complete regarding leave, and supervisors must ensure that it is consistent with the regulations governing the source of funding and relevant employment law. If the letter of offer has not addressed leave, the default is the BC Employment Standards Act (ESA). The appropriate section is 'Leave from Work'. Under the ESA, an employee is entitled to unpaid pregnancy and parental leave. For more information, see:

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96113\\_01#part6](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96113_01#part6).

PDFs may be eligible for government paid maternity benefits. To determine eligibility visit:

<https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>.

**A2: Externally Funded PDFs (NSERC and CIHR only):**

See the [Tri-Agency Financial Administration Guide](#) for more information at:

- [Leave for maternity, parental, medical or family related responsibilities \(grant recipient\)](#)
- [Paid maternity/parental leave for students and postdoctoral fellows](#)

**A3: Other Externally Funded PDFs:**

Externally Funded PDFs are entitled to maternity and parental leave as per the terms/conditions of their funding agency.

**Q: Are PDFs covered by the university's third party liability insurance, or do they (or their supervisors) need to obtain special insurance to participate in fieldwork or other research activities?**

**A:** PDFs are covered by the university's third-party liability insurance while engaged in their work-related activities. For more information, see the Risk Management and Insurance section of the UVic website at <http://www.uvic.ca/financialplanning/risk/index.php>.

**Q: Are there any internal PDF scholarships, awards or travel grants a PDF can apply for at UVic?**

**A:** At this time, there are not any internal scholarships or awards available for PDFs at UVic. PDFs are encouraged to seek external funding and should discuss opportunities with their supervisors.

**Q: I will soon be a PDF at UVic and I am arranging to relocate to Victoria. I see that UVic has family housing and childcare services. Are these services available to me as PDF? If so, can I apply before I get to UVic?**

**A:** On-campus housing at UVic (both family housing and regular campus housing) is for UVic students only and is not available to PDFs; however, Residence Services has an online listing of off-campus housing that anyone can access and use. For more information and to view listings of available residential units, see <http://www.uvic.ca/residence/home/home/off-campus/>. Finding suitable accommodation in Victoria can be challenging, and you are encouraged to start looking as soon as you know you will be coming to UVic.

Child Care Services are available to PDFs, however, childcare spaces are limited and there are [waitlists](#) for all programs. You are encouraged to apply for space as soon as you know you are coming. For more information and to apply for the waiting list, please see <http://www.uvic.ca/services/childcare/>. There is a cost for this service.

**Q: Can I get a subsidized bus pass, as students and UVic staff have?**

**A:** No. Students have access to a special bus pass as part of the fees they pay, in addition to their tuition. Faculty/staff employed by the university have access to a bus pass at a reduced rate, as a taxable benefit. However, as a PDF, because you are not a student paying tuition or other fees, and you are not an employee of the university, you are not eligible to purchase a subsidized bus pass.

However, a regular monthly bus pass can be purchased at the pharmacy in the Student Union Building on campus. The pass is good value if used regularly, and is more economical than paying by cash or using bus tickets. For more information about the regional transit system, and for a list of monthly pass vendors, please see: <https://www.bctransit.com/victoria/home>.

#### **Other questions**

If you have a question that is not included here, please contact the PDF Liaison at: [postdocinfo@uvic.ca](mailto:postdocinfo@uvic.ca)).