

## HSFC Parental Leave Policy

A Junior Personnel Award recipient (Master's Studentship, Doctoral Research Award, or Research Fellowship) may be eligible to receive paid parental leave, if interrupting their studies/award within six months of the birth or adoption of children in order to be the primary caregiver for the child/children.

- A paid parental leave can be requested for up to six (6) months at the current stipend level for each birth and/or adoption during the tenure of the award. In addition to the paid leave, an award recipient may request up to six (6) months of unpaid parental leave.
- Parental leave will not be granted while an award is being deferred.
- If both parents are supported by the Heart and Stroke Foundation of Canada, each parent may take a portion of the leave, for a combined maximum duration of twelve months (six (6) months paid, six (6) months unpaid).

Parental leave can be requested at any time throughout the duration of the award. If a junior personnel awardee takes paid parental leave within the first six (6) months of the start date of the award, they must return to the research training environment for a minimum paid term of equal duration to the leave taken. In the event that the junior personnel awardee does not return to their research training environment for a paid term of equal duration to the leave taken, the awardee must reimburse HSFC a percentage of the maternity leave funds. This percentage represents the difference between the term of paid leave taken and the total amount of time in the research training environment.

Once parental leave has been approved, HSFC will forward a letter to the recipient confirming the start and end date of the leave and the extended end date of the award. For those who have requested paid leave, an additional letter will be forwarded to the institutional contact for payment and liability purposes.

## Paid Parental Leave

**To request paid parental leave**, the following documentation must be sent to HSFC at least thirty (30) days in advance of the requested start date of the leave:

1. A letter from the primary supervisor providing their approval for the leave as well as confirming the dates of the leave.
2. A letter from the award recipient requesting the leave and confirming the following information:
  - the start and end dates of the leave;
  - that he/ she will be the primary caregiver for the child;
  - that he/ she will not be receiving employment insurance (EI) or other parental benefits from other sources;
  - that the other parent has not received and will not be receiving employment insurance or other parental benefits for the same period that the parental benefit is paid by HSFC; and
  - that during the leave, he or she will not be engaged in his or her studies/research activities or employed in any capacity.
  - **\*\*Should the paid parental leave be requested within the first six (6) months of the start date of the award, the letter must confirm that the awardee will reimburse HSFC the difference between the term of the leave and the total amount of time spent in the awarded research training environment in the event that they do not return for a period equal to the duration of the leave.**

## Unpaid Parental Leave

A Research Scholarship or New Investigator awardee may request up to twelve (12) months of unpaid parental leave if interrupting their studies/award within six months of the birth or adoption of children in order to be the primary caregiver for the child/children. Paid parental leave is only offered to awardees who will not be receiving EI or other parental benefits from other sources. Research Scholarship or New Investigator awardees should be in the position to receive EI or other parental benefits from their employers as they are expected to hold a faculty position from an accredited university in Canada as a condition to their award.

**To request unpaid parental leave**, the following documentation must be sent to HSFC at least thirty (30) days in advance of the requested start date of the leave:

1. A letter from the Department Head providing their approval for the leave as well as confirming the dates of the leave.
2. A letter from the award recipient requesting the unpaid leave and confirming the following information:
  - the start and end dates of the leave;
  - that he/ she will be the primary caregiver for the child; and
  - that during the leave, he or she will not be engaged in his or her studies/research activities or employed in any capacity.