



## Checklist for Maternity, Parental, Medical or Family Medical Leave for Grantees

### INSTRUCTIONS:

*The Agency must be informed of extended leave granted by the institution for maternity, parental, medical or family medical leave of a grantee by submitting, to the agency, the appropriate documents at least 30 days prior to the leave start date. If the reason for the leave comes suddenly and unexpectedly, the request must be submitted as soon as is reasonably possible.*

<b>Documents Required from the Grantee (NSERC only):</b>	
<input type="checkbox"/>	A signed letter:
<input type="checkbox"/>	confirming the application number of the grant and the title of the grant/project
<input type="checkbox"/>	requesting the leave
<input type="checkbox"/>	confirming the start and end date of the requested leave
<input type="checkbox"/>	justifying the need for an additional instalment (if applicable)
<input type="checkbox"/>	A certificate from a certified health professional:
<input type="checkbox"/>	confirming the need and length of time recommended for the medical leave (if applicable)
<b>Documents Required from the Appropriate Authorized Official at the Institution (NSERC only):</b>	
<input type="checkbox"/>	A signed letter confirming:
<input type="checkbox"/>	the application number of the grant and title of the project/grant
<input type="checkbox"/>	the institution has granted leave
<input type="checkbox"/>	the start and end date of the requested leave
<input type="checkbox"/>	endorsement of the amount requested by the grantee, if requesting an amount
<input type="checkbox"/>	A Grants in Aid of Research, Statement of Account (Form 300) as of the date of the leave, if requesting an amount.