

The Trust Academic Benefits Stabilization (TABS) Fund has been set up to assist trustholders with unforeseen emergency expenses.

Please submit completed form and any additional documentation to:

For assistance with this form, please contact Benefit Services at benefits@ualberta.ca.

Benefit Services Human Resource Services, 2-60
University Terrace, University of Alberta,
Edmonton, AB T6G 2T4

A. Trustholder Information

Last Name _____ First Name _____ Middle Name _____

Employee ID _____ Academic Unit _____

Current Salary per annum \$ _____ Trust/Research Speed Code(s) _____

B. Reason for Funding Request – Please check one

Pay in lieu of notice (in excess of a 3 month period) Indicate how many months (maximum 6 months) _____

The following supporting information **must** be provided:

- information of financial status and future of the grant(s)
- evidence of attempts made to find employee alternate employment
- evidence of attempts made to find other funds
- evidence that the first 3 months have been paid by the trustholder

Childbirth leave top-up benefits Indicate how many weeks (maximum 15 weeks) _____

Medical leave (in excess of 4 weeks) Indicate how many weeks (maximum 22 weeks) _____

The following supporting information **must** be provided:

- evidence of the start date
- documentation relating to medical leave
- evidence that the first 4 weeks have been paid by the trustholder

C. Trustholder/Department Authorization

Trustholder:

Name _____ Signature _____ Date _____
(yyyy/mm/dd)

Chair/Dean/Vice-President:

Name _____ Signature _____ Date _____
(yyyy/mm/dd)

For HRS Use Only - To be completed by Benefit Services

Trust/Research Grant(s) Speed Code(s) to be credited _____ Debit (TABS) _____

Payment Covers _____ to _____ Amount to be credited \$ _____
(yyyy/mm/dd) (yyyy/mm/dd)

Authorized by _____ Date (yyyy/mm/dd) _____

General Ledger, Journal Entry # HRS