

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 Employment Services at [employmentservices@ualberta.ca](mailto:employmentservices@ualberta.ca).

Employment 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 Employment 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 # PYJ