

Only submit this form to Payroll and Benefit Services once the employee has either returned to full-time duties; been approved for Long Term Disability; or at the six month mark, whichever is earlier. All missed time MUST be entered into PeopleSoft for General Illness or Sick Leave Prior to Maternity Leave.

Please submit or fax the completed form and any supporting documentation to:

Payroll and Benefit Services  
Human Resource Services  
2-60 University Terrace, University of Alberta  
Email: [benefits@ualberta.ca](mailto:benefits@ualberta.ca)  
Phone: (780) 492-4555  
Fax: (780) 492-8637

**If this form has been received prior to the above being completed, the form will be returned back to you to be re-submitted when the requirements have been met.**

Please submit a copy of the form and any supporting documentation to Office of the Vice President (Research)  
3-7 University Hall

**Trustholder's Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Department \_\_\_\_\_ Personnel Contact \_\_\_\_\_

Trust Account Number(s) \_\_\_\_\_

**Employee's Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Employee ID \_\_\_\_\_ Current Salary of Employee \$ \_\_\_\_\_

**Reason for Request for Funding (check one)**

Payment in Lieu of Notice

Please supply correspondence and information related to the financial status and future of the grant(s) in question. Copies of any layoff notices(s) and related documents are required to avoid delays in payment.

General Illness or Sick Leave prior to Maternity Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Please supply any available evidence relating to the medical status of the employee.

Maternity Top-up Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Please attach a copy of any related documentation pertaining to the Maternity Leave.

**Trustholder Authorization**

Signature of Trustholder \_\_\_\_\_ Date (yyyy/mm/dd) \_\_\_\_\_

**For HRS Use Only**

Approval for Payment \_\_\_\_\_ Date (yyyy/mm/dd) \_\_\_\_\_

The personal information requested on this form is collected under the authority of Section 33c of the Alberta Freedom of Information and Protection of Privacy Act and it will be protected under Part 2 of that Act. It will be used to provide support for expenses paid to an employee. Direct any questions about this collection to Human Resource Services, 2-60 University Terrace, Telephone: (780) 492-4555.