

Application for Interim Relief for Employers

See *Practice Guideline #7 – Requesting Interim Relief*
for information that will help you complete this form

Section 1: Applicant contact information

I am an: ☐ Employer ☐ Employer's Representative

Company
Name

Name of
Applicant

Last Name

Given Name(s)

Street

Apartment, Suite, Unit Number or PO Box #

City/Town

Province

Postal Code

Work Phone

Cell Phone

Fax Number

Messages Only

Email Address

If the contact information changes, you must update the Appeals Commission immediately.

Section 2: Account information

Claim/Account Number(s):

Section 3: Application for interim relief

You must answer all questions below for us to accept your application.

Does the employer have an arguable case? (Arguable case is a case that presents sufficiently detailed facts, identifies legal or factual issues that are plausible and which, if accepted by the decision maker, could substantially affect the decision in the case.)

Section 3: Application for interim relief continued

Does the decision under review or appeal impact assessed premiums by more than \$500? Please provide documents that show the decision being appealed to the Appeals Commission may impact your assessed premiums by more than \$500. These documents can include financial statements, a letter from a bookkeeper, a letter from an accountant, or anything else you think is relevant.

Does the employer demonstrate that the waiting time to have the matter resolved will place the employer in significant financial hardship such as the inability to continue operations, or the employer being forced to lay off a significant portion of its workforce? Please provide documents to support your answer, such as:

- Documents that show you will not be able to continue operating while waiting for the Appeals Commission's decision.
- Documents that show you will have to lay off a significant number of employees while waiting for the Appeals Commission's decision.

These documents can include financial statements, a letter from a bookkeeper, a letter from an accountant, or anything else you think is relevant.

Section 4: Hearing information

Note that interim relief applications are usually heard on a documentary basis so that we can make a decision as soon as possible. You may request an in-person hearing but this could delay the process and increase the time you will wait for a decision. The Appeals Commission will make the final decision on how to hear your application.

I prefer:

- ☐ a documentary hearing
- ☐ an in-person hearing ☐ in Edmonton ☐ in Calgary
- a teleconference hearing
- a video conference hearing

Section 5: Signature

Signature

Date (DD/MM/YYYY)

Print the name of the person signing: _____

You can file this form by:

- **submitting it online through our website;**
- **e-mail addressed to AC.AppealsCommission@gov.ab.ca;**
- **mail;**
- **fax; or**
- **courier or personal delivery to one of our two offices.**

Edmonton

Appeals Commission for Alberta Workers' Compensation
1100, 10405 Jasper Avenue
Edmonton AB T5J 3N4
Tel: 780-412-8700
Fax: 780-412-8701

Calgary

Appeals Commission for Alberta Workers' Compensation
2300, 801 – 6th Avenue SW
Calgary AB T2P 3W2
Tel: 403-508-8800
Fax: 403-508-8822

You can view our web site at: www.appealscommission.ab.ca

Collection, Use and Disclosure of Personal Information:

- The personal information that you are being asked to provide is collected under the authority of section 33(c), and managed in accordance with the *Freedom of Information and Protection of Privacy Act*.
- The information will be used for the purpose of processing your request for a hearing with the Appeals Commission for Alberta Workers' Compensation.
- It is important that every party to the appeal knows the case that is to be heard and has an opportunity to respond.
- Because of this, we share all documents related to the appeal with all other parties to the appeal and the Workers' Compensation Board.
- The information you provide may also be used for quality assurance and training purposes.
- If you have any questions regarding the collection, use or disclosure of your personal information, please contact the Appeals Commission.

For Appeals Commission
Use Only