

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

Company Name			
Name of Contact	Last Name	Given Name(s)	
Street	Apartment, Suite, Unit Number or PO Box #		
City/Town	Province	Postal Code	
Work Phone	Cell Phone	Fax Number	Alternate Phone
Email Address			

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

Section 2: Representation

☐ I Have a Representative

☐ I Plan to Get a Representative

☐ I Will Represent Myself

If you have a representative to assist you with your application for interim relief, you must submit a separate *Notice of Representation* form at the same time you submit this form. If you plan to get a representative, you must submit the *Notice of Representation* once you have a representative. This gives us the authorization to work with your representative.

Section 3: Information about your application

You must file an appeal of a Dispute Resolution and Decision Review Body (DRDRB) decision to the Appeals Commission to apply for interim relief.

We require the following information in order process your application:

- WCB Claim/Account Number(s):
- Date of DRDRB decision being appealed: (DD/MM/YYYY)
- Did you receive interim relief from the DRDRB regarding the decision appealed? Yes No
If yes, attach copies of:
 - o the DRDRB interim relief decision, and
 - o all documents you provided to the DRDRB to get interim relief.

Copies attached

Note: Even if you received interim relief from the DRDRB, you must answer all of the questions that follow in Section 4 of this application.

Section 4: Application for interim relief

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

Does the employer have an arguable case in the appeal of the DRDRB decision? (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.) Please provide reasons.

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.

Section 4: Application for interim relief continued

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 5: 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

an in-person hearing in Calgary

a teleconference hearing

a video conference hearing

Section 6: Do you need an interpreter or other accommodations for your hearing?

If you have chosen an in-person hearing, including a teleconference or video conference hearing:

Do you need an interpreter? Yes No

Language and Dialect of the Interpreter: _____

Do you need any other accommodations?

Examples of accommodations can include but are not limited to the need for a chair fitted with a back brace, the support of a service animal, and/or extra breaks during the hearing. If you need any accommodations, please tell us in the space provided below, and you will be contacted to discuss any reasonable accommodation the Appeals Commission can offer.

Section 7: Signature

Signature

Date (DD/MM/YYYY)

Print the name of the person signing: _____

A representative may only sign this form if they are authorized as a representative in this appeal. You must submit a separate *Notice of Representation* to authorize a representative.

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