

UCR Staff Assembly Assistance Committee Request for Assistance

The Staff Assembly Assistance Committee tries to provide assistance to UCR staff members needing support. Please complete this form and return it to the Staff Assembly Assistance Committee Chairperson. All requests for assistance are kept confidential. **Staff assembly will only assist in the form of gas and/or grocery store gift cards. Direct cash assistance is not provided through this program.** These gift cards should be used to offset the cost of the actual area of assistance need.

Eligibility Requirements

Any UCR career appointment status employee is eligible to request assistance. The staff member must have completed the probationary period. A valid employee identification number is required.

All requests for assistance must fall under the guidelines of the UCR Catastrophic Leave Program. For information about the UCR Catastrophic Leave Program guidelines, please go to the following website:

<http://hr.ucr.edu/policies/policiesandcontracts/leavesharingguidelines.html>

Limitations on Assistance

The maximum amount of assistance is limited to a value of up to **\$100 per employee, per fiscal year** (July 1 to June 30). Please fill in as completely as possible:

Name: _____

Employee ID: _____

Mailing Address: _____

Date of Request: _____

Dept. Ext. or Contact Phone: _____

Payroll Title: _____

Email: _____

Amount requested: _____

Please explain in detail your situation and why you are requesting assistance. This information will be kept confidential.

Have you requested assistance for Staff Assembly in the past? ___ no ___ yes. If yes, when _____