

# CIVIC SERVICE UNION 52

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Reference No: 40-3Bargaining2011.Retro

To: Past Employees of Capital Power Corporation

From: Civic Service Union 52

**Re: Request for Retroactive Pay (Capital Power Corporation Employees)**

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CSU 52 has successfully negotiated a new contract with Capital Power Corporation which was ratified by the membership on August 11, 2011.

The new contract includes a 3% wage increase effective December 19, 2010. If you left employment with CPC after December 18, 2010 you are entitled to apply for your retro pay. To receive retro pay you must apply by **September 9, 2011**.

To apply for retro pay please send a letter to the Payroll Department and send a copy of the letter to Roberta McLeod and our office.

In your letter include your request for retro pay, the date you left employment with CPC, your payroll number, your address and a telephone number. We have attached a form letter that can be used.

If you have any questions please contact our office.