

CIVIC SERVICE UNION 52

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Reference No: 40-2Bargaining2011.Retro

To: Employees who have terminated their employment with the City of Edmonton after December 18, 2010

To: Employees who are terminating their employment with the City of Edmonton before a new Collective Agreement is negotiated.

FROM: Civic Service Union 52

Re: Request for Retroactive Pay

If CSU 52 successfully negotiates retroactive payment for employees who have left employment from the City after December 18, 2010, you could be entitled to retroactive pay but it must be applied for within 60 days of the ratification of the Collective Agreement.

If you have already left the City and have not made a request for retro pay, you can send a request to the Payroll Department, with a copy to CSU 52. Form letters are attached for your use.

If you are resigning from the City in the near future you can include a request for retro pay in your letter of resignation but you must send a copy of the letter to Payroll and CSU 52. Alternatively, you can use the form letter attached.

If you have any questions please contact our office.