

# CIVIC SERVICE UNION 52

11305 - 95 Street  
Edmonton, AB T5G 1L2  
www.csu52.org  
info@csu52.org



Phone: (780) 448-8900  
Fax: (780) 479-7975  
Toll Free from Calgary:  
1-888-578-4043

October 11, 2011

Reference No: 40-6Bargaining2011.Retro

To: Employees who have terminated their employment with EPCOR after December 18, 2010

To: Employees who are terminating their employment with EPCOR before a new Collective Agreement is negotiated.

FROM: Civic Service Union 52

**Re: Request for Retroactive Pay**

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The membership ratified a new Collective Agreement on October 7, 2011. If you left employment from EPCOR after December 18, 2010, you are entitled to retroactive pay but it must be applied for within 30 days of the ratification of the Collective Agreement.

Please send your request to the Payroll Department by November 4, 2011. We have attached a form letter for your use. Please send a copy of your request for retro pay to the CSU 52 office.

Please note that your retro pay will be deposited into the bank account in EPCOR's payroll system. If your banking information has changed, please ensure you attach a void cheque to your application for retroactive pay.

If you have any questions please contact our office.