

Important Notice: To be eligible for retroactive pay, this application must be received by the EPL HR department on or before February 18th, 2015.

(Date of Application)

Human Resource Services Division
Edmonton Public Library
3rd Floor, 7 Sir Winston Churchill Square
Edmonton, AB T5J 2V4

Subject: Request for Retroactivity Pay – Past Employees (Library Employees)

In accordance with Article 8.03.02 of the Collective Agreement between The Edmonton Public Library and Civic Service Union 52, I am providing written notice of my application for retroactive pay from December 29, 2013 to the date of my termination.

My payroll number when employed with the Library was: _____

I hereby understand that the retroactive payment will be made as a direct deposit to my account that the Edmonton Public Library had on file at the time of my termination (if your bank account information has changed cross this section out and attach a new direct deposit form).

My current phone number and mailing address (for tax reporting purposes) is as follows:

Thank you,

(Former Employee's Signature)

(Name of Former Employee – please print clearly)

Please forward a copy of this completed application to CSU 52 (Fax: 780-479-7975)

Spread the words.