



CAPITAL POWER – CSU 52
Memorandum of Agreement – 2015 to 2018
Request for Retroactive Pay
Past Employees CSU 52

IMPORTANT NOTICE: TO BE ELIGIBLE FOR RETROACTIVE PAY, THIS REQUEST FORM MUST BE RECEIVED BY CAPITAL POWER PAYROLL at the following email: human-resources@capitalpower.com

ON OR BEFORE 4:30 p.m. on Thursday, December 17, 2015.

Requests received after December 17th, 2015 will NOT be processed.

In accordance with Article 7.02.of the Capital Power – CSU 52 Collective Agreement,

I, _____
 Name of Former Employee (Please print clearly)

am providing written notice of my request for retroactive pay from **December 14th, 2014 to my termination of employment date.**

Date of termination of employment: _____

My payroll number when employed with Capital Power was: _____

Please process my retroactive payment and remit it via direct deposit to the account that was on record at the time I left employment with Capital Power *(If your bank account information has changed please attach a new Personalized VOID Cheque to this Request form.)*

If you have any questions, you can reach me at:

Phone Number: _____

Thank you

Former Employee’s Signature: _____

Any questions please contact Capital Power Payroll Department at 780.392-5566

NOTE : Past employees who were retired from the service between the expiration date of the previous agreement and the date of the signing of this agreement will automatically receive the retroactivity provided by Clause 7.02(c).