

September 1, 2024

To: Former office, clerical, laboratory or technical workers employed between August 1, 2021 and April 13, 2024

We are writing to you regarding the Bill 124 moderation period Award issued on April 13, 2024.

The Award provides for additional across the board increases to Article 30.1 and Schedule "A" salary as follows:

- August 1, 2021: an additional 1% increase
- August 1, 2022: an additional 2% increase
- August 1, 2023: an additional 3% increase

Employees in the bargaining unit on or after August 1, 2021 whose employment ceased on or before April 13, 2024 (the date of the Award) ("Former Employees") are eligible to claim a lump-sum payment within 60 days from the date of this notice.

The lump-sum payment, less applicable deductions required by law, will be in an amount equivalent to the salary under Article 30.1 and Schedule "A" actually received between the period August 1, 2021 and the date employment ceased and what they would have received during the same period of time if the additional increases above had been implemented.

To initiate your request for this lump-sum payment, you must complete the electronic form found at the link below and email the signed form with a scanned void cheque or direct deposit form to [hrhelp@yorku.ca](mailto:hrhelp@yorku.ca) **within 60 days from the date of this notice, i.e., by not later than October 31, 2024.**

Retroactive Pay for Former Employees Form: [www.yorku.ca/universitieservices/retro](http://www.yorku.ca/universitieservices/retro)

If you have questions, or require support accessing or completing the electronic form, please email the University Services Centre at [hrhelp@yorku.ca](mailto:hrhelp@yorku.ca).

Kind regards,

Payroll & Records  
University Services Centre  
Division of Finance & Administration  
York University