



## INFORMATION REQUIRED FOR RETROACTIVE VALIDATION

Please return this form and all documents only once you have received both your new salary AND retroactivity payment

In order to validate the amount of retroactivity you have received, the REA requires the following information. Rest assured that this information will be kept confidential and will be processed only by the people called upon to validate your retroactivity.

### IDENTIFICATION

Name;

The current position;

The classification of the position;

The date of commencement of the position;

The hourly rate.

### POSITION(S) HELD

If you have held more than one position since April 1, 2023 (new regular position, replacement, acting or other), please tell us:

The position(s) held;

The reason(s) for the trip(s);

The classification of the position(s);

The date(s) of occupancy (start and end if applicable).

### ABSENCES

If you have been **absent** since April 1, 2023 (illness, maternity leave, unpaid leave, OHS or other) please let us know:

The reason(s) for the absence;

The date(s) of absence(s) (start and end if applicable).

### DOCUMENTS REQUIS

Current pay stub, before retroactivity:

Pay stub, for each position held, **if you have held more than one position**, since April 1, 2023;

The percentage of statutory increase you received, if applicable;

Pay stub showing the new salary after retroactive payment;

Pay stub showing the amount of retroactivity.

## **DIVERSE**

Tell us if you have benefited from Article 24 (110%) or Article 25 (7%) or if you have received one or more bonuses during the period starting on 1 April 2023.

The dates on which you benefited from it (start and end if applicable).

Any other information that you believe is relevant to the analysis of your retroactivity.

**It is important to send us all documents in one email to [association@aper.qc.ca](mailto:association@aper.qc.ca) and put in the title: Verification**

**Thank you!**

**Team APER**