

Please complete the form below to confirm that you are a CUPFA member with seniority as of February 1, 2021, and wish to receive a transition pay for each term worked up to and including winter 2022, in accordance with the schedule below, and return this to Human Resources at: HRSharedServices.payroll@concordia.ca by **April 16, 2021**. If Human Resources does not receive this form by April 16, 2021, the **default** option will apply.

_____ I confirm that I am a CUPFA member with seniority as of February 1, 2021, and I elect to receive a transition pay for each term I work, up to and including winter 2022. I understand that the transition pay will be recovered by Concordia at the end of each contract period (i.e. each term), in accordance with the schedule below. I understand that should I leave Concordia prior to the full transition pay being recovered by Concordia, any remaining balance of the recovery of the transition pay will be deducted from my last pay.

Employee Name - Please print

Employee Concordia ID

Employee signature

Date

Transition-pay schedule

Summer I - 2021

Contract start/end dates: May 10 / July 2

Pay day	Pay period under current pay cycle	Paid for	Pay period under new cycle – 2 weeks in arrears	Paid for	Recovery of transition pay
May 21	May 9 – 22	2 weeks		Transition 2 weeks	
June 4	May 23 – June 5	2 weeks	May 9 – 22	2 weeks	
June 18	June 6 – 19	2 weeks	May 23 – June 5	2 weeks	
July 2	June 20 – July 3	2 weeks	June 6 – 19	2 weeks	
July 16			June 20 – July 3	2 weeks	2 weeks

Summer II - 2021

Contract start/end dates: July 5 / August 27

Pay day	Pay period under current pay cycle	Paid for	Pay period under new cycle – 2 weeks in arrears	Paid for	Recovery of transition pay
July 16	July 4 – 17	2 weeks		Transition 2 weeks	
July 30	July 18 – 31	2 weeks	July 4 – 17	2 weeks	
Aug. 13	Aug. 1 – 14	2 weeks	July 18 – 31	2 weeks	
Aug. 27	Aug. 15 – 28	2 weeks	Aug. 1 – 14	2 weeks	
Sept. 10			Aug. 15 – 28	2 weeks	2 weeks

Fall - 2021

Contract start/end dates: September 6 / December 17

Pay day	Pay period under current pay cycle	Paid for	Pay period under new cycle – 2 weeks in arrears	Paid for	Recovery of transition pay
Sept. 10	Aug. 29 – Sept. 11	1 week		Transition 1 week	
Sept. 24	Sept. 12 – 25	2 weeks	Aug. 29 – Sept. 11	Transition 1 week 1 week	
Oct. 8	Sept. 26 – Oct. 9	2 weeks	Sept. 12 – 25	2 weeks	
Oct. 22	Oct. 10 – 23	2 weeks	Sept. 26 – Oct. 9	2 weeks	
Nov. 5	Oct. 24 – Nov. 6	2 weeks	Oct. 10 – 23	2 weeks	
Nov. 19	Nov. 7 – 20	2 weeks	Oct. 24 – Nov. 6	2 weeks	
Dec. 3	Nov. 21 – Dec. 4	2 weeks	Nov. 7 – 20	2 weeks	
Dec. 17	Dec. 5 – 18	2 weeks	Nov. 21 – Dec. 4	2 weeks	
Dec. 31			Dec. 5 – 18	2 weeks	2 weeks

Fall/Winter – 2021-2022

Contract start/end dates: September 6 / April 22

Pay day	Pay period under current pay cycle	Paid for	Pay period under new cycle – 2 weeks in arrears	Paid for	Recovery of transition pay
Sept. 10	Aug. 29 – Sept. 11	1 week		Transition 1 week	
Sept. 24	Sept. 12 – 25	2 weeks	Aug. 29 – Sept. 11	Transition 1 week 1 week	
Oct. 8	Sept. 26 – Oct. 9	2 weeks	Sept. 12 – 25	2 weeks	
Oct. 22	Oct. 10 – 23	2 weeks	Sept. 26 – Oct. 9	2 weeks	
Nov. 5	Oct. 24 – Nov. 6	2 weeks	Oct. 10 – 23	2 weeks	
Nov. 19	Nov. 7 – 20	2 weeks	Oct. 24 – Nov. 6	2 weeks	
Dec. 3	Nov. 21 – Dec. 4	2 weeks	Nov. 7 – 20	2 weeks	
Dec. 17	Dec. 5 – 18	2 weeks	Nov. 21 – Dec. 4	2 weeks	
Dec. 31	Dec. 19 – Jan. 1	2 weeks	Dec. 5 – 18	2 weeks	
Jan. 14	Jan. 2 – 15	2 weeks	Dec. 19 – Jan. 1	2 weeks	
Jan. 28	Jan. 16 – 29	2 weeks	Jan. 2 – 15	2 weeks	
Feb. 11	Jan. 30 – Feb. 12	2 weeks	Jan. 16 – 29	2 weeks	
Feb. 25	Feb. 13 – 26	2 weeks	Jan. 30 – Feb. 12	2 weeks	
March 11	Feb. 27 – March 12	2 weeks	Feb. 13 – 26	2 weeks	
March 25	March 13 – 26	2 weeks	Feb. 27 – March 12	2 weeks	
April 8	March 27 – April 9	2 weeks	March 13 – 26	2 weeks	
April 22	April 10 – 23	2 weeks	March 27 – April 9	2 weeks	
May 6			April 10 – 23	2 weeks	2 weeks

Winter - 2022

Contract start/end dates: January 3 / April 22

Pay day	Pay period under current pay cycle	Paid for	Pay period under new cycle – 2 weeks in arrears	Paid for	Recovery of transition pay
Jan. 14	Jan. 2 – 15	2 weeks		Transition 2 weeks	
Jan. 28	Jan. 16 – 29	2 weeks	Jan. 2 – 15	2 weeks	
Feb. 11	Jan. 30 – Feb. 12	2 weeks	Jan. 16 – 29	2 weeks	
Feb. 25	Feb. 13 – 26	2 weeks	Jan. 30 – Feb. 12	2 weeks	
March 11	Feb. 27 – March 12	2 weeks	Feb. 13 – 26	2 weeks	
March 25	March 13 – 26	2 weeks	Feb. 27 – March 12	2 weeks	
April 8	March 27 – April 9	2 weeks	March 13 – 26	2 weeks	
April 22	April 10 – 23	2 weeks	March 27 – April 9	2 weeks	
May 6			April 10 – 23	2 weeks	2 weeks