

## MEMO

**Date:** September 14, 2022

**To:** Shannon McAteer, Healthcare Coordinator, Canadian Union of Public Employees

**From:** Conne Newman, Interim Provincial Lead, Health Workforce, Shared Health

**cc:** Alex Harriot, Ana Placido, Jennifer Spier, Provincial HR Network, Provincial Health Labour Relations Services

**Re:** **CUPE Support Retro Payments – Former Employee Requests for Retro**

Former employees are entitled to receive any applicable retroactive pay provided they request the retroactive pay from their former Employer in writing no later than ninety (90) days after the ratification date, September 23, 2022.

As part of the written request submitted the employee **MUST** include the following:

- Email Subject line must state “Retro Request for (*employee name*) terminated employee (CUPE)”
- Date of retirement/resignation
- Name of the Employer that the employee is requesting retro payment from
- Employee’s current mailing address
- Direct deposit information, if it has changed since you were last employed

Employer Organization	Contact
Northern	All sites – email Payroll – <a href="mailto:payroll@nrha.ca">payroll@nrha.ca</a>
Southern Health	All sites – email Payroll at <a href="mailto:Payrollsupport@southernhealth.ca">Payrollsupport@southernhealth.ca</a>
Shared Health	All sites on SAP – email <a href="mailto:RetroRequest@wrha.mb.ca">RetroRequest@wrha.mb.ca</a>  CancerCare Manitoba – email <a href="mailto:ccmbpayroll@cancercare.mb.ca">ccmbpayroll@cancercare.mb.ca</a> Rehabilitation Centre for Children – email <a href="mailto:kizzyp@rccinc.ca">kizzyp@rccinc.ca</a> Eden Mental Health Centre – email <a href="mailto:jfehr3@edenhealth.mb.ca">jfehr3@edenhealth.mb.ca</a>
Winnipeg/Churchill	All sites on SAP – email <a href="mailto:RetroRequest@wrha.mb.ca">RetroRequest@wrha.mb.ca</a>  All other sites below to contact the site directly: <ul style="list-style-type: none"> <li>• Actionmarguerite (Saint-Boniface)</li> <li>• Actionmarguerite (Saint-Vital)</li> </ul>



Shared health  
Soins communs  
Manitoba

- Actionmarguerite (St. Joseph)
- Bethania Mennonite Personal Care Home
- Centre de santé Saint-Boniface
- Donwood Manor
- Fred Douglas Lodge Society
- Golden Links Lodge
- Holy Family Home
- Klinik Community Health
- Lions Health Centre Personal Care Home
- Luther Home
- Manitoba Baptist Home Society (Meadowood Manor)
- Mount Carmel Clinic
- Nine Circles Community Health Centre
- Nor'West Co-op Community Health Centre
- Pembina Place Mennonite Personal Care Home
- Sexual Education Resource Centre Manitoba
- Southeast Personal Care Home
- The Convalescent Home of Winnipeg
- The Salvation Army Golden West Centennial Lodge
- The Saul and Claribel Simkin Centre Personal Care Home (The Simkin Centre)
- Women's Health Clinic

Thank you,

A handwritten signature in black ink that reads "Conne Newman".

Conne Newman  
Executive Director

Provincial Health Labour Relations Services (PHLRS)  
Shared Health

5<sup>th</sup> Floor – 300 Carlton Street, Winnipeg, MB R3B 2K6

Email: [cnewman2@sharedhealthmb.ca](mailto:cnewman2@sharedhealthmb.ca) | Phone: 204-926-9713 | Cell: 204-782-1051