

Approval for Retention Payment

(To be completed by the Compensation Unit, Total Rewards Branch, PSC)

Appendix B

Last Revised: April 2020
Last Reviewed: March 2013
Next Review:

Ministry: _____

Compensation Branch approves a retention payment of _____ % of regular earnings as follows:

Occupation	Level	Location
_____	_____	_____

The Service Requirement Period is approved for the period of (start date) _____

To (end date) _____.

Payment shall be made as a lump sum at the end of the Service Requirement Period.

Or

Prorated payment(s) is(are) to be made mid-term, mid-season, quarterly, semi-annually (circle one). If so, the payment period end date(s) are:

_____ Date _____

(Signature)
Compensation Consultant

Approval to be sent to: Ministry Contact Requesting Approval
Human Resource Business Partner Team serving the Ministry
Human Resource Service Centre