

Section: PS 607 **Approval for Retention Payment**

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

Appendix B

	Last Revised: April 2020 Last Reviewed: October 2014
This form should be completed by the Compensation Unit, Total Rewards Branch	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 mad	la mid tarm mid saasan	a guartarly comi annually (circle and). If so the navment	

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:

(Signature) **Compensation Consultant** Date_____

Approval to be sent to:

Deputy Minister of Requesting Ministry Human Resource Business Partner Team serving the Ministry Human Resource Service Centre