



4.2. Paydays. Employees are paid twice a month either by direct deposit or by check distributed at the work location on the 15th and the last day of the month.

4.2.1. If a regularly scheduled payday falls on a weekend or holiday, paychecks are usually distributed on the next regularly scheduled week day.

4.2.2. One pay period covers the 26th through the 10th (usually distributed on the 15th) and the other covers the 11th through the 25th (usually distributed on the last day of the month). This distribution schedule is subject to change and staff will be notified of any changes.

