

SOUTHERN STONE COUNTY FIRE PROTECION DISRICT

TITLE: Paydays

REVISED: 05/15/2008

POLICY: # 1700.15

APPLIES TO: Paid Staff

PAGE: Page 1 of 1

All employees are paid bi-weekly on Fridays. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.