

**Policy & Procedure Manual**

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**PAY DAYS – FD-VII-1**

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**POLICY**

All employees are to be paid every second Thursday except when a paid holiday forces a change in this schedule. In that case, the regular pay day may be advanced by one (1) working day as approved by the Executive Director.

Regular adjustments will be made as timely as possible.

**RECOMMENDED BY:** Director, Finance and Administration

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

**ORIGINAL POLICY DATE:** July 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**

