



## **2-1 POLICY ON PAY PERIODS**

The work week is Monday to Sunday. All employees will be paid bi-weekly on Friday following the two weeks' pay period ending the previous Sunday. Exempt employees starting or terminating their employment in the middle of a pay period shall be paid at a rate of one-tenth of the total bi-weekly salary for each day worked. In case the pay day falls on a holiday, payment will be made on the nearest preceding workday.

Adopted on:

Revised on: October 2022