Policy Title: Paydays

All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Pay day is the first Friday following the pay period.

Direct deposit to your checking or savings account is available with funds being available at your bank no later than the first Friday following the end of the payroll period. Direct deposit insures that your money is available to you regardless if you are at work on payday. If you do not elect direct deposit your pay day is at the end of your shift on the first Friday following the end of the payroll period.

If a regular payday falls during an employee's vacation and the employee has not elected direct deposit, the employee's paycheck will be available upon their return from vacation.