

## **Payroll Procedures/Schedules**

Employees shall be paid on the 15th day of each month. When the 15th day falls during a holiday or weekend, payday shall be the last working day preceding the holiday or weekend.

Salaries for 12-month employees and teachers on annual contracts shall be paid in 12 installments.

Adopted: November 14, 1972  
Revised: September 12, 1989  
Revised: July 30, 2002

LEGAL REF.: C.R.S. 22-63-106