

*Adopted: February 25, 2008*

*Revised: 4/27/09; 11/14/16; 2/10/20, 5/26/26*

## **438 ESTABLISHMENT OF PAYROLL PAY DATES**

### **I. PURPOSE**

The purpose of this policy is to set the payroll pay dates for all school district employees.

### **II. GENERAL STATEMENT**

It is the policy of this school district to pay all school district employees semi-monthly. Pay dates will be the 15<sup>th</sup> and the 30<sup>th</sup> of every month except for February. The pay dates for February shall be the 15<sup>th</sup> and the last day of the month.

If a pay date falls on a weekend or a bank holiday, the pay date shall be the preceding business day.