

## **PAYROLL POLICY:**

That employees will be paid on a monthly basis, with an advance paid on the fifteenth (15<sup>th</sup>) of the month. The advance will not be in excess of actual earnings to that date. Further that all monthly payroll will be automatically deposited into the employees' bank account on the last day of the month or the last banking day of the month.

Policy Adopted 2012

Revised 2022