

**Riverside Cemetery District
Board Policy**

PAY DAY SCHEDULES

Policy 47

All district employees shall receive their pay checks the 1st and 16th day of every month. If the 1st and/or the 16th day of the month falls on a Saturday or on a holiday which falls on a Friday, employee payments will be issued on the previous work day. If the 1st or 16th day of the month falls on a Sunday or a holiday which falls on a Monday, employee payments will be issued on the following work day. Time cards are due the 15th and last working day of the month.

The board may make exceptions on a case by case basis.

Adopted: 11/9/2004

Revised: 10/10/2006